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a meeting of the subscribers to the fund for a Free Public Library was held in the Saugus High School Room on Monday Eve. Jany 31-87

The meeting was called to order by G. Parsons. Sam'l Hawkes was chosen chairman, and Geo. Parsons Secty.

On a motion by Geo. Parsons it was voted, That a committee of nine be chosen, who shall retire, and prepare a list of officers for the Saugus Free Public Library Association, and report the same to this meeting. The committee chosen was as follows. Geo. Parsons, Chas A. Newhall, W. S. Hemenway, T. P. Parsons, Chas S. Hutchings. Mrs. C. F. Weeks, W. F. Gillette, John Berrett Miss M. L. Moulton.

The committee reported the list of officers President. W. F. Gillette Vice. Pres. W. F. Newhall Secty. T. P. Parsons Treas. Sam'l Hawkes Trustees. Harmon Hall, E. E. Wilson, C. S. Hutchings. M. B. Fagon, Geo. Parsons, Miss Marion Butterfield. Rev. W. S. Hemenway.

Voted. That the report of the committee be accepted

Voted. That the list of names as reported be taken up and voted on separately.

The following persons were so elected President-W. F. Gillette. V. Pres. W. F. Newhall Secty. T. P. Parsons. Treas. Joseph Whitehead Trustees Harmon Hall, E. E. Wilson. Chas S. Hutchings, M. B. Fagon, Geo. Parsons, Miss. Marion Butterfield, Rev. W. S. Hemenway

Voted. That when the subscriptions have been collected as far as possible the Trustees be instructed to take the amount and buy such books as they may deem best and present them to the Town of Saugus for a Free Public Library

Voted. That the President, and Trustees, be authorized to call a meeting of the Association, at such time as they may see fit.

Voted. That the President and Trustees, be authorized to draw up, and report at some future meeting, a set of By-Laws, to govern the Association

Voted That a vote of thanks be extended to Mr. S. M. Fellon of Philadelphia, for his generous contribution, and that the same be suitably engrossed

Voted To adjourn

T. P. Parsons Secty.

A meeting of the President & Trustees of the Saugus Free Public Library Association was held in the Saugus High School Room on Saturday Eve. Feb. 5-87

The meeting was called to order by W. F. Bellette Pres.

Voted. That a committee of three be chosen to collect the subscriptions and in accordance with this vote Miss M. Butterfield, M. S. Hemenway, Hearmon Heath, were chosen.

Voted. That a committee of three be chosen, to draft a set of By-Laws for the association, and report the same, to the next meeting of the Association, as provided by a vote passed at the meeting of the Association Jany 31-87

The committee chosen was W. F. Newhall, W. F. Bellette, T. P. Parsons

Voted. That a committee of three be appointed to select a list of books and to submit said list to the board of Trustees for their approval

The committee chosen was W. F. Bellette, Geo. Parsons Miss M. Butterfield

Voted. That the President be instructed to call a meeting of the Association on Saturday Eve. Feb. 26-87 and that the Com. on By-Laws be instructed to report at that meeting.

Voted. To adjourn subject to the call of the President

A meeting of The Saugus Free Public Library Association, a notice of which was sent, by postal, to each subscriber, was held in the Saugus High School Room on Saturday Eve. Feb. 26-87. As but few were present the meeting adjourned to Wednesday Eve. March 2/87

T. P. Parsons Secty.

An adjourned meeting, of The Saugus Free Public Library Association, Notice of which was sent to subscribers to the Library Fund, by postal, was held in the Saugus High School Room, on Wednesday Eve., March 2.-87.

Meeting was called to order by the President

Minutes of the last meeting were read by the Secty. and were accepted and approved

Voted To reconsider, that part of the vote passed at the meeting of this association, held on Jany. 31.-87 whereby the trustees were instructed to present the books to the Town of Saugus, for a Free Public Library.

The Com. on By-Laws made their report and same were accepted.

Voted That the Constitution and By-Laws. as reported by the committee taken up, and acted on by Sections

(See Constitution and By-Laws as adopted on next page)

Voted That the officers chosen at the meeting of this Association held on Jany. 31-87., be the officers of this Association, as provided by the Constitution now adopted, for the ensuing year

Voted That the Pres. and Secty. be authorized, and instructed, to prepare a vote of thanks to Mr. L. M. Felton of Phil., to have them engrossed, and forwarded to him.

Voted That Mr. L. M. Felton be elected an honorary member of this Association

Voted To adjourn

T. P. Parsons Secty.

Constitution and By-Laws.

We, the undersigned, hereby form ourselves into an association, under the name of The Saugus Free Public Library Association for the purpose of establishing, and maintaining a Free Public Library, to be open to all persons of suitable age, who are residents of the Town of Saugus, and we agree to be governed by the following By-Laws.

I There shall be chosen annually, on the first Monday in April, commencing in 1888, at a meeting held at the Town Hall at 7.30 P.M., by ballot, a President, Vice President, Secretary, Treasurer, and seven other persons, all of whom shall constitute a Board of Trustees

II The President shall preside at all meetings of the Association

The Vice President shall preside at any meeting of the Association in the absence of the President.

The Secretary shall keep a record of all the business transacted at the meetings of the Association, and call meetings of the Association as hereinafter provided

The Treasurer shall receive all moneys belonging to the Association, and pay out the same on the order of the President, and Secretary, of the Board of Trustees, and shall at each annual meeting of the Association, make a written report of its financial condition

III The Board of Trustees shall appoint a Librarian, and such assistants as they may deem necessary.

Shall have charge of all property of the Association and manage its affairs in conformity to these By-Laws and the vote of the Association

They shall also examine the library during the week next preceding the annual meeting and

make a written report of its condition at said meeting

They shall also make such rules and regulations regarding the taking of books as may be found necessary.

IV Any person 18 years of age and upwards, or any original subscriber to the Library Fund under 18, may become a member of this Association, by paying to the Secretary the sum of $1.00 and signing the By Laws, provided however, that no further sum shall be required from any person who has already paid $1.00, or more, to the Library Fund.

V Any inhabitant of the Town of Saugus, of 12 years of age, who shall subscribe to the rules, and regulations of the library as made by the Board of Trustees, shall have the right to take books therefrom, so long as he, or she, shall comply therewith, but no person shall be allowed more than one volume at any one time

VI Books may be kept out of the Library for a length of time not exceeding 14 days, under the direction of the Board of Trustees, and any person retaining a volume for a longer time than as provided by the Board of Trustees shall pay a fine of 2 cts per day for each additional day it is kept, and no person shall be allowed to take a book who owes a fine until the same has been paid. Any person damaging, or losing a book shall pay to the Librarian such a sum as the Trustees may assess, such sum not to exceed the cost of the volume or set.

VII The annual meeting of the Association shall be held on the first Monday of April in each year, after 1887, and shall be called by the Secretary. Other meetings may be called by the Secretary when ordered by the President, or the Board of Trustees. All meetings shall be called by a written notice, posted in the Post-Office of the Town, and the Library Room, at least 3 days befor the meeting.

VIII 10 members of the Association shall constitute a quorum for the transaction of any business.

5 members of the Board of Trustees shall constitute a quorum of said board

IX These By-Laws may be amended, by a two-thirds (2/3) vote of the members present, at any meeting, in the notice of which, a notice of the proposed change is given.

J. M. Felton Esq., Phil. Penn
Everett E. Wilson
George Parsons.
Wilbur F. Newhall
Wilbur F. Gilletto
Thos P. Parsons.
Chas S. Hitchings
M. D. Hemenway.
Joseph Whitehead
N. B. Faxon
J. S. Meacom.
Wm A. Dunn
O M Hitchings
Edward Brewer
John Trull,
Abbott N Cowdrey.
Charles H Mansfield
Daniel H Cheever

Honorary Member
James Holliday
Geo A Learoyd

Copy of Resolutions engrossed and forwarded to S. M. Felton of Phila.

Whereas, Mr. S. M. Felton, of Philadelphia, has donated the sum of Three hundred Dollars, to the fund of the Saugus Free Public Library Association

Resolved. That we hereby extend to him a vote of thanks for his generous contribution.

Resolved. That he be, and is hereby elected an honorary member of this association

Resolved. That the President and Secretary be authorized and are instructed to have these resolutions engrossed and forward the same to Mr. Felton.

A meeting of the Trustees of the Saugus Free Public Library Association, was held at the house of W. F. Gillette, on Thursday Eve., March 24.-1887.

The Board of Trustees was organized by the choice of W. F. Gillette for President, and T. P. Parsons Secty.

A committee, consisting of Geo. Parsons and C. E. Wilson, was appointed to confer with the Selectmen of Saugus regarding the fitting up of the Library Room in the Town Hall.

A committee, consisting of Geo. Parsons and W. F. Newhall, was appointed, to see Mr. [illegible], and such other publishers as they thought best, and consult with them regarding the purchasing of books and report at the next meeting of the Trustees

The meeting was then adjourned to Saturday Eve. April 2-87

T. P. Parsons Secty.

April 2-87 Heavy Snow Storm and no meeting

April 9-87 No Quorum present.

An adjourned meeting of the Trustees of the Saugus Free Public Library Association, was held on Saturday Eve., April 16-87, at the Saugus High School Room.

The meeting was called to order by the Pres.

The committee appointed at the meeting on March 24-87, to consult with Mr. W. Small, and such other publishers as they thought fit, regarding the purchasing of books, reported that they had attended to their duty and recommended that the contract to furnish the books be given to Mr. Small

The report of the committee was accepted

The committee appointed March 24, to confer with the Selectmen regarding the fitting up of the Library Room reported that they had attended to their duty and the room was being put in proper order.

The report was accepted

Voted. That Geo. Parsons, W. F. Newhall and W. F. Gillette, be authorized to contract with Willard Small of Boston, to furnish the books for the Library, at a cost not to exceeding $1000. the selection of the books to be left to the discretion of the above committee and Mr. Small.

Voted. That the committee appointed to purchase the books, be also authorized to have such a catalogue of the Library prepared as in their judgement will be best

Voted. That the committee appointed to purchase the books, use their own judgement as to the covering of the books before they are distributed.

Voted. That T. P. Parsons be authorized to have the magazines which have presented to the Asso. properly bound.

Voted To Adjourn.

T. P. Parsons Secty.

A meeting of the Trustees of the Saugus Free Public Library Asso. was held in the Saugus High School Room on Saturday Eve. June 11-87

The records of the last meeting were read and approved.

The committee appointed to decide on a catalogue for the library, and have the same prepared, reported that they had adopted the card system, had engaged Miss H. C. Fernald to prepare it, and that the work was in progress.

The committee on magazines reported that some 50 to 60 volumes were being bound and that the cost would be about $35.

W. F. Billetts & T. P. Parsons were appointed a committee to see Rev. M. S. Hemenway, to arrange with him a settlement of the money collected on the subscription list, and were also instructed, and empowered, to collect the subscriptions remaining unpaid

W. F. Billetts, Geo. Parsons & M. A. Fagon were appointed a committee to report on the best plan for a printed catalogue, to draft a set of rules for the taking out of books, and to report as to the best method of drawing books and keeping an account thereof

Voted To adjourn to Saturday Eve. June 18-87 at 7.45

A meeting of the Trustees of The Saugus Free Public Library Asso. was held in the Library Room on Sat. Eve June 18-87

The records of the previous meeting were read and approved.

Voted: That a Library Com. of three be appointed, who shall see that the Library is properly opened for the delivery of books, that proper records of books taken, and returned are kept, shall have general supervision of the library, and shall be governed by such rules as may be adopted and the constitution of this association. They shall also have power to appoint such persons as assistants as they may think best.

Voted: That W. F. Gillett, M. D. Faxon and T. P. Parsons serve as Library Committee.

Voted: That the record of books taken and returned be based on the system employed in the Boston Pub. Library.

+ Voted: That the Library be closed for the delivery of books on the first Wednesday, or Saturday next following the 15th of March, in each year, and no book shall be given out until the first Wed. or Sat. next following the Annual meeting of the Asso. on the first Monday in April.

Voted: That the following Rules and

× Regulations be adopted.

1st The Library is open for the delivery of books every Wednesday from 2.30 to 4.30 P.M. and on Saturday from 7 to 9 P.M.

2nd The Library is for the free use of books to all residents of Saugus, over twelve years of age

3rd Delivery cards can be procured of the Library Committee. References are required, and three days notice may be necessary from all not personally known to the Library Committee

4th No person shall lend a book to any one not a member of the same household. Parents and Guardians are responsible for books lent to children.

5th Only one volume at a time can be taken home.

6th No person is allowed to retain a book beyond two weeks. If kept for a longer time, a fine of two cents per day will be charged. Books are not issued to anyone owing fines.

7th Books retained beyond four weeks will be sent for by the Library Committee, and the expense of recovery charged to the person taking the book.

8th Marking of any kind, folding leaves, and all other injuries of books are strictly forbidden by the laws of the State.

9th Persons damaging or losing books, are required to pay to the Library Committee such a sum as the trustees may assess such sum not to exceed the cost of the volume or set.

10th The annual examination of books takes place in March, when all books are required to be returned. Two weeks notice of which examination will be posted in the Library room.

11th Any person abusing the privileges of the Library, or persisting in loud conversation, shall be excluded from the room.

Voted. To adjourn to Sat. Eve. June 25-57

T. P. Parsons Secty.

An adjourned meeting of the Trustees of the Saugus Free Public Library Asso., was held in the Library Room on Saturday Eve. June 25-87

The records of the last meeting were read and approved.

The committee on Catalogues reported that 500 Catalogues would cost about $84,00, 500 Cards $8.00 5000 Slips 3.75

Voted. That in consideration of $20. having been offered toward the printing of a catalogue, if one is printed at once, that the Library Committee be instructed to have 500 Catalogues, 500 Cards and 5000 Slips printed and to open the Library as soon as possible

Voted. That a vote of thanks be extended to all persons who have given books, or magazines to the Library.

Voted. To adjourn subject to the call of the Secretary.

T. P. Parsons Secty.

Record

The Library was opened of distribution of books on Saturday Eve. Oct. 15th 1887

T. P. Parsons Secty.

A meeting of the Saugus Free Public Library Asso. was held in the Saugus High School room, on Wed. Eve. Feb. 1 -'88.

Meeting was called to order by the Pres.

Voted: That the Library of this association be offered to the Town of Saugus at its next annual Town Meeting, on condition that it forever maintain the same as a Free Public Library.

Voted: That a committee of three be chosen, and instructed to draw up an article to be inserted in the Town Warrant for the next Annual Town Meeting, asking the Town to accept the Library of this Association, under such conditions as the committee may think necessary, and in accordance with the above vote

Voted: That M. A. Fayon, W. F. Gillette, and F. P. Parsons constitute the committee.

Voted: To adjourn

F. P. Parsons Secty.

Record

The following article was prepared according to the instructions given in the above votes, and was inserted in the Warrant for the Annual Town Meeting to be held in the Town Hall on Monday Mch. 5-'88.

Art. 16 To see if the Town will accept the Library of the Saugus Free Public Library Association, and agree to forever maintain the same as a Free Public Library, to be open to all residents of the Town, under such rules and regulations as may be made by the Board of Trustees, who shall have full control of the Library. Said Board of Trustees shall consist of five persons, who shall be chosen at this Meeting, to serve for One, Two, Three, Four and Five Years respectively; One new Trustee to be chosen for Five Years at each Annual Town Meeting hereafter.

Record

At the Annual Town Meeting held on Monday March 5th '88, the Town voted to accept the Library of this Association, as provided in Article 16 of the Warrant for said meeting, and chose the following trustees

W. F. Gillette 5 years, T. P. Parsons 4 years W. F. Newhall 3 years C. H. Bond 2 years C. S. Hutchings 1 year

A meeting of the Trustees of the Saugus Public Library was held in the Town Hall, on Thursday Eve., Mch. 22, -88.

The Board was organized by the choice of W. F. Gillette as Chairman and T. P. Parsons Secty.

Voted. That W. F. Gillette be appointed Librarian at a salary of 1.00 per. week, and have authority to hire two assistants and pay them 25ct a piece per. week.

Voted. That W. F. Gillette and T. P. Parsons be a committee to examine the condition of the Library when the books are called in, and have authority to have such books rebound as may need it, also to have any magazines that may be given to the Library bound when a sufficient number of volumes have been collected

Voted. To adjourn

A meeting of the Trustees of the Saugus Free Public Library was held in the Library Room, Town Hall on Wednesday Eve. Jany 9-1889

The meeting was adjourned to the office of C. S. Hitchings

The records of the last meeting were read and approved

The committee appointed to examine the condition of the Library, as received from the Saugus Free Public Library Asso., reported that the books were called in and ~~and~~ as a whole were found to be in good condition and no number missing

Voted. That W. F. Gillette be authorized to draw up a report for the Annual Town Report and that it be recommended that the sum of $100. be appropriated for the purchase of new books, in addition to the necessary amount for running expenses.

Voted. That all money received from fines be used to pay transportation expenses and for New books.

Voted To Adjourn.

The Annual Meeting of the Trustees of the Saugus, Free Public Library was held in the Library Room on Wed. April 10th 1889 at 7.30 P.M.

The Board was organized by the choice of W. F. Gillette as President, and T. P. Parsons Secty.

W. F. Gillette was chosen Librarian

Voted. That hereafter the Annual Examination of the Library be in Dec. and that the books be called in Dec 15 and not issued until Jany 1st and that the rules on library cards be altered accordingly

Adjourned
T. P. Parsons Secty.

A meeting of the Trustees of the Saugus Free Public Library was held in the Library Room on Monday Eve. June 24 - 1889

The records of the previous meeting were read and approved

The following persons were chosen to buy books for the Library with the money appropriated by the Town W. F. Gillette, W. B. Fagan and Miss Emma Newhall

Adjourned
attest T. P. Parsons Secty

Saugus June 11-1890

A meeting of the Trustees of the Saugus Public Library was held at the house of Mr. E. E. Wilson on Wednesday Eve the 11 day of June 1890
The Board organized by the choice of
W. F. Gillette Pres. T. P. Parsons Secty.

W. F. Gillette, Miss C. C. Farnum and Miss Emma Newhall were appointed a committee to purchase books for the library

Adjourned
T. P. Parsons Secty

Saugus July 6-1891

A meeting of the Trustees of the Saugus Free Public Library was held at the house of Mr E. E. Wilson on Monday - July 6-1891 at 7.30 P.M.
The Board organized by the choice of
W. F. Gillette as Chairman
T. P. Parsons as Secretary.

Voted. That the action of the Librarian in spending about one third of the Dog Tax appropriation between the Annual Town Meeting in March and this meeting be, and is hereby, approved

Voted. That the Librarian be authorized to spend the balance of the Dog Tax Appropriation in two installments and that a new Supplementary Catalogue be made up in December
Voted. To adjourn
Thos. P. Parsons [illegible]

March 22nd 1892

A meeting of the Trustees of the Saugus Public Free Library was held at the Library Room on Tuesday evening March 22nd 1892.

Present. W F Gillette George Parsons B F Galley M. B. Faxon.

The Board organized by choosing W. F. Gillette Chairman George Parsons Secretary.

It was moved and voted that Mr W F. Gillette Miss C C Farnham & Miss Emma E Newhall constitute a committee for the selection and purchase of books

It was moved and voted that Mr Gillette be authorized to make similar arrangements for furnishing books to the people of Cliftondale as is done at East Saugus

Voted to adjourn

George Parsons Secretary

Saugus, March 24th 1893

A duly notified meeting of the Trustees of the Saugus Free Public Library was held in the Library room on Friday Eve., March 24th, 1893 and the following Trustees were present: W. F. Gillette, R. F. Calley and M. P. Faxon. The following business was enacted:-

1st:- The Secy's. report of the last meeting, March 22d, 1892, was accepted.

2d:- W. F. Gillette was chosen President of the Association for the ensuing year.

3d:- M. P. Faxon was chosen Secy. of the Association for the ensuing year.

4th:- It was unanimously voted the Librarian be paid a annual salary of $100.00, the same to include an assistant, should it be deemed necessary.

5th:- It was unanimously voted that $100.00 be placed in the hands of the Librarian for incidental expenses.

6th:- It was unanimously voted to purchase two new book-cases to match the present ones; and Mr. Gillette and Mr. Calley kindly took this matter in charge This will be paid for by a special appropriation of the town of $80.00.

7th:- It was unanimously voted that from this date all catalogues and supplements of [illegible] be distributed without charge.

8th:- Moved and voted that the sum of $480.00 be used for purchasing books, the same to be expended with the approval of the Trustees, and in four equal purchases.

9th:- Moved and voted that Mrs W. F. Gillette, Miss L. E. Farnham and Miss Emma

E. Newhall constitute a committee for the selection of these books.

10th:- A vacancy having occurred in our Board through the resignation of Mr. George Parsons it was moved and voted that the Secy. of the Saugus Free Public Library be instructed to notify the Selectmen of this town that a vacancy has occurred in our Board and ask them to call a meeting immediately to fill such vacancy.

11th:- Voted to adjourn.

M B Fayson Secy.

Sangus, Mass. Nov. 17th 1893.

A duly notified meeting of the Trustees of the Sangus Free Public Library was held this evening. The following Trustees were present: W. F. Gillette, D. F. Talley, Chas. E. Wilson and W. B. Faxon. Mr Chas. H. Bond was absent.

1st:- The Secy's. report of the last meeting was accepted, but changed to read Board of Trustees, instead of Association.

2d:- The Book Committee having added to their Committee the Rev. Allan Ross of Cliftondale, the same was approved by the Board of Trustees.

3d:- The Committee appointed to purchase two new book-cases reported that the two cases cost the town $69.50 and the same was made by D. Wesley Paul of East Sangus. The town's appropriation for this matter was $80.00.

4th:- It was voted that L. Barta & Co. print Supplement No. 3 of the Library catalogue at their estimate of $35.00.

5th:- Adjourned until Dec. meeting at call of Librarian.

W. B. Faxon Secy.

Langdon, Mass., Nov. 6th, 1894

"

A duly notified annual meeting of the Trustees of the Timens Free Public Library was held this evening. The following Trustees were present:- N. F. Gillette, C. F. Bailey, Charles E. Wilson and W. B. Paxon. Mr. Charles H. Bond was absent.

The following business was enacted.

1st:- The Sec'y's. report of the last meeting, Nov. 17th 1893, was accepted.

2d:- N. F. Gillette was chosen Chairman of the Board of Trustees for the ensuing year.

3d:- W. B. Paxon was chosen Secretary of the Board for the ensuing year.

4th:- The Secretary was instructed to keep an account of all monies expended in addition to his other duties.

5th:- It was unanimously voted that Mr. N. F. Gillette serve as Librarian for the ensuing year.

6th:- It was unanimously voted that the Librarian receive a salary of $80.00 for the ensuing year.

7th:- It was unanimously voted that $20.00 be paid for the Librarian's 1st assistant.

8th:- It was unanimously voted that $20.00 be paid for the Librarian's 2d assistant.

9th:- It was unanimously voted that C. E. Wilson notify the Selectmen to have Wm. Austin transferred remove his effects from the closet of the Library room.

10th:- It was unanimously voted that books be transported at the present rates until otherwise arranged.

11th:- Moved and voted that the sum of $10.00 be used for the purchase of books, the same to be expended under the approval of the Trustees and in such manner as

12th:- Moved and voted that Mr. Charles E. Wilson, Mr. W. F. Gillette, Miss E. C. Farnham, Miss Emma E. [illegible] and Rev. [illegible] constitute a committee for the selection of new books.

M. B. Pafon Secy

Saugus Free Public Library
Expenditures 1894

Date	Item	$	cts
1894			
April 7	C. L. Davis, Carrying Books	9	30
	Annie B. McKenney, Carrying Books	1	50
	W. F. Gillette Attendance, Books etc	58	00
	Binding Books (F. J. Barnard & Co.)	26	30
June 29	G. H. & W. A. Nichols; 30,000 Book slips	12	00
	F. J. Barnard & Co; binding books	1	84
	L. Barta & Co; Supplement #3; 500 copies	37	88
	Annie B. McKenney; Carrying books to North Saugus	3	25
	Charles L. Davis; Carrying books to		
	Cliftondale 6.50		
	Essex St 2.60		
	Oaklandvale 2.90	12	00
	E. B. Porter; attendance Three Months	5	00
	V. A. Porter; attendance Three Months	5	00
	W. F. Gillette; attendance Three Months	20	00
Nov. 2.	E. B. Porter, Attendance Three Months	5	00
	V. A. Porter " " "	5	00
	James R. Hughes 100 Book Holders	3	00
	Ernest Homan. Carrying Books to No. Saugus	3	75
	Marion M. W. Carnes " " " Cliftondale	3	25
	C. L. Davis " "	12	45
	W. F. Gillette. Attendance Three Months	20	00
	W. F. Gillette, Cataloguing Books,	6	00
	De Wolfe, Fiske & Co. Books,	47	31

Saugus, Mass., June 29th, 1894

A duly notified meeting of the Trustees of the Saugus Free Public Library was held this evening. The entire board was present:- W. F. Gillette, B. F. Talley, Charles H. Bond, Charles E. Wilson and W. B. Faxon. The following business was enacted:-

1st:- The Secretary's report of the last meeting was accepted.

2d:- Charles E. Wilson will arrange for the removal of Mr. Mansfield's lamps, &c. from the closet in the Library room.

3d:- The bills as per list on page 30, under date of June 29th, 1894 were approved this evening by the Trustees.

4th:- A bill of Books from De Wolfe, Fiske & Co., dated May 8th, 1894, amount $39.95, was not approved. Voted that said bill be corrected by removing from it the two following books. "Outlines of Economics" by Ely, and "Bird Lover in the West" by Dana.

5th:- It was voted that the two books, "Outlines of Economics" by Ely and "Bird Lover in the West" by Dana be rejected from the Library

6th:- Voted that Supplement No. 3 be accepted, provided that Mr. Gillette, at his own expense, provides, and has inserted a page containing the 23, or more, volumes of fiction ommitted by mistake.

7th:- Voted that the book, "Man who Laughs" by Hugo, be rejected from the Library.

8th:- Voted to adjourn.

W B Faxon Sec'y

Saugus, Mass., July 6th 1894

A duly notified meeting of the Trustees of the Saugus Free Public Library was held this evening. The entire Board was present:- W. F. Gillette, B. F. Talley, Charles H. Bond, Charles E. Wilson and M. B. Paxton. The following business was enacted.

1st:- The Secretary's report of the last meeting was accepted.

2d:- Voted that the item $50.00 expended under date of April 7th, 1894 shall be itemized, also that the firm who bound the books under same date be inserted before the amount $26.30.

3d:- Voted to approve Mr. Gillette's Bill of $8.25 for cataloguing books.

4th:- Mr. Bond purchased the two books "Outlines of Economics" by Ely and "Bird Lore in the West" by Dana and presented them to the library. He paid for these two books $1.75.

5th:- Voted that the Librarian be instructed to burn all books returned from households where diphtheria, small pox, or scarlet fever has been.

6th:- Voted that the Librarian arrange for carrying the books to Oaklandvale at an expense not to exceed 25¢ per week.

7th:- Voted that the Librarian arrange for carrying the books to North Saugus at an expense not to exceed 25¢ per week.

8th:- Voted that two baskets most suitable for carrying the books be purchased.

9th:- Voted that one hundred Book-supports be purchased at an expense not exceeding four cents each.

10th:- Voted that the Librarian's annual report for the year ending June 30th, 1894 be laid on the table until the next meeting.

11th:- Voted to adjourn. M. B. Paxton

Saugus, Mass. July 26th, 1894

"

The second lot of books as selected by the book committee having arrived, the following notice was today sent to the Trustees:

"The last selection of books have arrived at the library. The library will be open Friday (July 27th and 30th 1894) and Monday evening, in order that the Trustees may examine these books before they are purchased.

W. B. Faxon Sec'y

Saugus, Mass. Nov. 2, 1894

"

A duly notified meeting of the Trustees of the Saugus Free Public Library was held this evening. The following Trustees were present:- W. F. Gillette, D. F. Talley, Charles E. Wilson and W. B. Faxon. The following business was enacted.

1st:- The Secretary's report of the last meeting was accepted.

2d:- Voted that the sum of One Hundred dollars be expended immediately for books, and the balance of the money of this year's appropriation be expended the first week in December.

3d:- Voted to adjourn.

W. B. Faxon Sec.

Saugus, Mass- December 28, 1894

A duly notified meeting of the Trustees of the Saugus Free Public Library was held this evening. The following trustees were present:-
W F Gillette, B F Colley, Charles E Wilson, and W B Fajon.

The following bills were approved:-

W B Clarke & Co, Books		$21.00
"	"	47.18
"	"	65.24
"	"	8.17
"	"	1.34
"	"	1.34
"	"	6.93
"	"	2.00
"	"	7.58
"	"	9.02
D C Heath & Co, Books		47.47
E R Newhall, Express		3.05
Library Cataloguing Cards		3.00
C L Davis, Transportation of Books		8.90
Marion M M Carnes " " "		3.25
Walter Scollin " " "		3.25
Harry Homan " " "		2.25
Paid by Mr Gillette " " "		8.30
Two Baskets		1.37
Waste Basket		.57
Saugus News (1 year)		1.56
Stationery and Postage		1.59
Incidentals		2.39
W F Gillette, Attendance Three Months		20.00
W F Gillette, Cataloguing Books		4.50
E B Porter, Attendance Three Months		5.00
E A Porter, Attendance Three Months		5.00

Adjourned
W B Fajon Secy

Saugus, Mass; January 18, 1895

A duly notified meeting of the trustees of the Saugus Free Public Library was held this evening. The following trustees were present:—
W F Gillette, B F Calley and M B Fayson

Mr Gillette submitted his annual report for publication in the town report, and it was accepted.

Adjourned
M B Fayson Secy

Saugus, Mass; March 27, 1895
A duly notified meeting of the trustees of the Saugus Free Public Library was held this evening. The following trustees were present:—
B F Calley, Charles E Wilson and M B Fayson.

Mr Calley was chosen chairman of the board of trustees for the coming year.

Mr Fayson was chosen secretary and treasurer of the board of trustees for the coming year

The following bills were approved:—

✓	E B Porter, Attendance three months	$5.00
✓	V A Porter, " " "	5.00
✓	Marion M W Carnes, Transportation of Books	3.25
✓	Ernest Ricker, Transportation of Books	3.25
✓	W B Clarke & Co, Books	20.67
✓	Walter S Houghton, Magazines	8.77
✓	F J Barnard & Co, binding books	34.75
✓	F J Barnard & Co, " "	1.10
		$81.79

The following resolutions, prepared by Mr Galley, were unanimously adopted and a copy of them sent to Mr Gillette:—

Saugus, Mass., March 27, 1895

Whereas,— Mr Wilbur F Gillette, having resigned the office of Librarian of the Saugus Free Public Library,

Resolved,— That we, the undersigned, Trustees of said Library, tender to Mr Gillette our sincere thanks for the able and efficient manner in which he has discharged the duties of said office during the past thirteen years.

Resolved,— That we have always found Mr Gillette earnestly devoted to his work, taking at all times a personal interest in the welfare and prosperity of the Library, both in the selection and distribution of the books, and also in the financial management of the same.

Resolved,— That in the resignation of Mr Gillette we have not only lost a capable, efficient and trusted Librarian but a worthy associate and honored member of the Board of Trustees.

Resolved,— That the foregoing resolutions be placed upon the records and a copy of the same transmitted to Mr Gillette

Benjamin F. Galley.
Chas E. Wilson.
W B Fadon
Trustees of the
Saugus Free Public Library.

Saugus, Mass; May 10, 1895

A duly notified meeting of the trustees of the Saugus Free Public Library was held this evening.

The following trustees were present.
B F Calley, Charles E Wilson, Levi L Hawkes and W B Fayson.

Miss Emma E Newhall was elected Librarian for the remainder of the year, at a salary of $60.00 per year, and 15 cents extra per hour for cataloguing the books.

Voted to purchase two baskets for the transportation of books.

Adjourned
W B Fayson Secy

$1.99

1895 The following bills were approved:-
May 28, Charles E Davis
Expressing books to Cliftondale 6.50
" " " Essex St 2.60
above for three months ending April 1/95
June 30 Charles E Davis
Expressing books to Cliftondale 6.50
" " " Essex St 2.60
above for three months ending July 1/95
July 8 Miss Emma E Newhall services to July 1/95 $17.87
Miss E B Potter " " July 1/95 5.00
Miss E A Potter " " July 1/95 5.00
H L Howard transportation of books
From Jan 5 to May 15/95 14.50
Miss W W Carver transportation
of books to July 1/95 3.25

Saugus, Mass; July 8, 1895

A duly notified meeting of the trustees of the Saugus Free Public Library was held this evening.

The following trustees were present:—
B F Calley, Levi L Hawkes and W B Fayson.

Miss Emma E Newhall, Miss C C Farnham and W B Fayson were chosen a committee to select and have sent to the library $100— of books for the trustees approval.

Adjourned
W B Fayson Secy

1895 The following bills were approved—

Oct 2d	Ernest L Ricker for delivering books to East Saugus	4.00
	Emma E Newhall services to Oct 1/95	15.00
	McAuley for delivering books	1.50
	E A Porter services to Oct 1/95	5.00
	E B Porter services to Oct 1/95	5.00
	Charles L Davis	
	Expressing books to Cliftondale	6.50
	" " " Essex St	2.60
	" " " East Saugus	2.00
	Marion M M Carnes for delivering books to Oaklandvale	3.25
Dec 12	W B Clark & Co, Books	101.09
	Emma E Newhall, services to Jan 1/96	15.00
	Emma E Newhall, cataloguing 47 books	4.50
	E B Porter, services to Jan 1/96	5.00
	B B Learoyd services to Jan 1/96	5.00

trustees present Messrs Calley, Wilson and [illegible]
Voted to expend $123.85 (or such sum as shall, not including any sums received for fines) in books.

Adjourned to December 26, 1895
W B Fayson Secy

Saugus Mass; Dec; 26, 1895

A duly notified meeting of the trustees of the Saugus Free Public Library was called for this evening:—

The following trustees were present—

Levi G. Hawkes and M B Faxon

having no quorum the meeting adjourned

M B Faxon Secy

Saugus Mass; Feb 24, 1896

A duly notified meeting of the trustees of the Saugus Free Public Library was held this evening:—

The following trustees were present—

B F Calley, Levi G Hawkes, Charles E Wilson and M B Faxon.

Voted:— To give a public reception wednesday evening march 4th 1896 from 7.30 to 10 P M; in order that the townspeople may inspect the library.

Adjourned

M B Faxon Secy

Saugus Mass, Dec; 30, 1895

Mr M B Faxon Secy

We have just found in the library room some of the original papers of the association, viz: the signatures of the doners, also some bills of the Saugus Lyceum dating back to 1848, 1849 and 1850. These papers, being valuable, have been carefully labeled by me and I have placed them in the hands of the Town Clerk for safekeeping.

Kindly note this in the library records and oblige.

(signed) Respectfully,

Chas. E Wilson

Trustee

Saugus Free Public Library

Expenses Year 1896

Mar. 24	John E Scollin, binding books	6	75 ✓
April 14	Ly Russell, library cards	4	50 ✓
	Ernest W Homan, delivering books to North Saugus	5	00 ✓
	Charles L Davis, " "	14	40 ✓
	Marion M M Carnes " "	3	00 ✓
	Emma E Newhall, services as librarian	15	00 ✓
	cataloguing books	6	18 ✓
	E B Potter, library attendance	5	76 ✓
	Bessie B Learoyd	5	00 ✓
July 16	Marion M M Carnes, delivering books to July 1, 1896	3	25 ✓
	Charles L Davis do do do	15	85 ✓
	Miss E E Newhall, services as librarian	16	30 ✓
	Miss B B Learoyd, services	15	00 ✓
	Miss A Learoyd, services	15	00 ✓
	Library bureau for cards	2	25 ✓
	W B Clark & Co for books	74	01 ✓
Oct 29	Malden Books Bindery (paid to Marshall & Sons)	29	85 ✓
	Josephine A Cheever History of Lynnfield, Mass)	1	25
	Miss E E Newhall, services as Librarian	20	55
	Miss B B Learoyd, services	5	00
	Miss A Learoyd, services	5	00
	Miss M M M Carnes, delivering books	3	25
	W B Clarke & Co for books	4	60
DEC, 31;	Thomas P Nichols, 10 ~~M~~ Slips	6	00
	Chas L Davis, delivering books (last quarter 1896)	15	15
	Chas L Davis, delivering books (third quarter 1896)	16	80
	Marion M M Carnes, delivering books	3	25
	Ernest Homan, delivering books	3	00
	Emma E Newhall, services as librarian	22	25
	Adaline Learoyd, services	5	00
	Bessie Learoyd, services	5	00
	W B Taylor, stamps, stationery and sundries	4	10
	W B Clarke & Co, On account of books	171	25

Saugus April 14, 1896

A duly notified meeting of the trustees of the Saugus Free Public Library was held this evening:~
The following trustees were present~
B F Calley, George M Ameriges, Charles E Wilson and M B Fayson;

Voted:~ That B F Calley be chairman of the board of trustees for the coming year.

Voted:~ That M B Fayson be secretary of the board of trustees for the coming year.

Voted:~ That Miss Emma E Newhall serve as Librarian for the coming year, salary and compensation for cataloguing books as in 1895.

Voted:~ That the Librarian be empowered to employ two assistants at an annual salary of $20.00 each.

Adjourned
M B Fayson Secy

Saugus July 16, 1896
A duly notified meeting of the trustees of the Saugus Free Public Library was held this evening:~
The following trustees were present~
B F Calley, G M Ameriges A B Coates and Chas E Wilson
Voted:~ To subscribe for Public Library Magazine; two years, price $1.00. also for Bookmart, 4 months 50¢; also to purchase a dating stamp $1.00. This $2.50 to be taken from the fines moneys.
Voted:~ That our next lot of books be bound in English linen with label on back at 25 cents each. Miss Newhall, Librarian and A B Coates, appointed committee to go to Maldon and select some suitable binding offered by book-binder there.
Arthur B Coates, Secy pro-tem

Saugus; October 29, 1896

A duly notified meeting of the Saugus Free Public Library was held this evening:-

The following trustees were present:-
B F Calley, G M Amerige, A B Coates and M B Faxon

Voted:- To purchase $75.00 of books

Voted:- To allow Miss Newhall the use of the library room, for eight weeks, for boys' class.

Voted:- That the Library be open for the delivery of books as follows:-
Wednesdays from 2 to 5 P M
Saturdays from 6.30 to 9.30 P M

Adjourned
M B Faxon Sec'y

Saugus; May; 4, 1897

A duly notified meeting of the trustees of the Saugus Free Public Library was held this evening:-

The following trustees were present:-
B F Calley, G M Amerige, Levi G Hawkes, James R Hughes, and M B Faxon

Voted:- To approve the secretary's report of the last meeting.

Voted:- That B F Calley be chairman of the board of trustees for the ensuing year.

Voted:- That M B Faxon be secretary and treasurer of the board of trustees for the ensuing year.

Voted:- That the librarian's (Miss Emma E Newhall) salary be $90.00 per year.

✓ Voted:- That the librarian prepare the "mss" for a new library catalogue, and completely catalogue all books; for the sum of $150.00.

✓ Voted:- That the chairman arrange the matter of insurance of the library with the selectmen.

Adjourned
M B Faxon Sec'y

Saugus Free Public Library
Receipts Year 1897

Appropriation of the Town $350.00
300 Day 358.44 } $708.44
Gift from Bon Ton Lady Minstrels, under the leadership of Miss Gertrude A Nourse $102.00
This money ($102.00) was paid to the Times Publishing Company, Marlboro, Mass. for catalogues = May 7, 1898

W B Fafon Secy

Saugus Free Public Library.

Expenses Year 1897

May 4,	W B Clarke & Co, Books	$108	40
	F J Barnard & Co, Binding books	14	73
	Charles L Davis, Expressing books	15	30
	Ernest W Homan,	3	25
	Marion M M Carnes	3	25
	Miss Emma E Newhall, salary $22.50		
	do services 2.50	25	00
	Adaline Learoyd services	5	00
	Bessie B Learoyd services	5	00
July 1,	Miss Emma E Newhall	24	25
	Adaline Learoyd	5	00
	Bessie B Learoyd	5	00
	Charles L Davis	17	00
	Ernest W Homan	3	25
	Marion M M Carnes	3	25
Sept 10,	R Y Russell & Son, sundries	1	85
	F P Nichols; 18,000 slips	11	25
	W B Clarke & Co; Books	84	83
Oct 1,	Miss Emma E Newhall, services	26	25
	Adaline Learoyd, services	5	00
	Bessie B Learoyd, services	5	00
	Charles L Davis, expressing books	12	60
	Ernest W Homan, carrying books	2	00
	Marion M M Carnes, carrying books	2	25
Dec 29,	Miss Emma E Newhall; New Catalogues, labor on "mss"	150	00
	do salary to Jan 1, 1898; $22.50. Extra labor $6.25	28	75
	Adaline Learoyd, services, and extra labor	9	00
	Bessie B Learoyd, services	5	00
	Jordan, Marsh & Co, books	29	24
	W B Clarke & Co, books	50	88
	F J Barnard & Co, binding books	23	24
	Elmer B Newhall, two step-ladders	8	00
	W B Fayon, Sundries $3.00. Books from Lynn $3.25	6	25
	Walter S Houghton on a/c of Magazines	9	37
		$708	44

Saugus, September 10, 1897

A duly notified meeting of the trustees of the Saugus Free Public Library was held this evening:- All the six trustees were present, also the Librarian, Miss Newhall.

Voted:- That the records of the last meeting be approved.

Adjourned
M B Fayson Secy

Saugus; December 29, 1897

A duly notified meeting of the trustees of the Saugus Free Public Library was held this evening:- Trustees present were, Messrs Calley, Coates, Hawkes, Hughes, and Fayson

Voted:- To approve the records of the last meetings.

Voted:- That Mr Hughes, arrange with the selectmen, the lighting of the library-room by electricity.

Voted:- To allow the Librarian to expend $5.00 for photographs — in connection with twenty libraries.

Saugus Free Public Library

Expenses 1898

April 27	Charles L. Davis — Carrying Books	14 20 ✓
	Miss Barnes — Carrying Books	3 00 ✓
	Ernest Homan — Carrying Books	2 75 ✓
	R.Y. Russell & Son — Printing 500 cards	3 50 ✓
	Stamping and Punching Catalogues	3 00 ✓
	Stickers and Mucilage	1 00 ✓
	Miss M. Thurston — Sec. — Subscription to Art Club	5 00 ✓
	Justin T. Mansfield — Labor Wednesday Afternoons	1 30 ✓
	Miss Emma E. Newhall — Services to April 1st, 1898	29 85 ✓
	Miss Adaline Learoyd — Services to April 1st, 1898	5 00 ✓
	Miss Bessie Learoyd. — Services to April 1st, 1898	5 00 ✓
	Walter S. Houghton — Balance due For Magagines	4 78 ✓
	W. B. Clarke & Co. — Books	99 41 ✓
		177 79
	R.Y. Russell & Son — Labels	1 50 ✓
	E. R. Newhall — Expressing	2 65 ✓
		181 94
June 20	W. B. Clarke & Co. — Books	64 16
July 1,	Miss Emma E. Newhall — Services to July 1st, 1898	37 25
	Miss Adaline Learoyd — Services to July 1st, 1898.	8 75
	Miss Bessie Learoyd — Services to July 1st 1898	6 25
	Ernest Homan — Carrying Books	2 50
	Charles L. Davis — Carrying Books	15 50
Sept. 1	W. B. Clarke & Co. — Books	83 15
		399 50
Oct 10	W. B. Clarke & Co. — Books	92 17 ✓
	W. B. Clarke & Co. — Books	19 07 ✓
	Miss Emma E. Newhall, Services to Oct. 1st 1898.	41 55 ✓
	Miss Julia J. Nourse, Services to Oct. 1st, 1898.	8 75 ✓
	Miss Bessie B. Learoyd, Services to Oct. 1st 1898	6 25 ✓
	Miss E. E. Barnes, Carrying Books to Oct. 1st '98,	4 75 ✓
	Ernest W. Homan, Carrying Books, to Oct. 1st, 1898	3 25 ✓
	Charles L. Davis Carrying Books to Oct. 1st, 1898	15 75 ✓
Dec 12,	W B Clark & Co, Books	47 77
	Jordan, Marsh & Co, Books	25 [illegible]
	R Y Russell & Son, 1000 Cards	5.50
	F J Barnard & Co, Binding Books	8.30

Saugus Free Public Library

Saugus, April 27, 1898.

A duly notified meeting of the Trustees of the Saugus Free Public Library was held this evening.

All the Trustees were present except Mr. B. Faxon. Mr. F. B. Coates acted as Secretary Pro-tem.

Voted:- That this board re-elect as Chairman Mr. B. F. Talley, and as Secretary and Treasurer Mr. B. Faxon for the ensuing year.

Voted:- That Miss Emma E. Newhall serve as Librarian for the ensuing year.

Voted:- That the Trustees of the Saugus Free Public Library meet regularly on the second Monday evening in every other month commencing with June, 1898; and that any other meetings be subject to the call of the Chairman.

Voted:- That the Library be open for the distribution of books as follows:- Wednesdays, 2.00 to 6.00 P.M., Saturdays 4.00 to 6.00 P.M., and 7.00 to 9.00 P.M.

Voted:- The following salaries:-

Librarian	$120.00
First Assistant	35.00
Second Assistant	25.00
For Incidentals	10.00

Voted:- That we pay from "Bon-Bon Lady Minstrels" entertainment $102.00 and $8.50 from the fine money (this makes $110.50) to The Times Publishing Company, Mr. Gilbert

Mass. for Library catalogue.

Voted:- That the bills approved this evening — amounting to $177.79, a list of which appears on page 49, — be sent to the town Treasurer for payment.

Adjourned
M R Faxon Secy

Saugus Free Public Library
Saugus, June 13, 1898.

A duly notified meeting of the Trustees of the Saugus Free Public Library, was held this evening.

All the Trustees were present except Mr. F. P. Coates and Mr. Levi G. Hawkes.

Voted:- That the records of the last meeting be approved.

Voted:- That Mr. P. F. Talley approve all the salary bills for the quarter ending July 1st, 1898.

Voted:- That the Treasurer purchase a rubber stamp ("Bills Approved") to cost not to exceed $1.00.

Voted:- That the Treasurer purchase a bill file, cost not to exceed $1.00.

Adjourned
M R Faxon Secy

Saugus Free Public Library
Saugus, Aug. 8, 1898.

A duly notified meeting of the Trustees of the Saugus Free Public Library was held this evening.

All the Trustees were present except Mr. Marion V. Putnam and Mrs. M. B. Fayon.

It was voted to adjourn the meeting until Monday Evening, Sept. 12th.

Adjourned
M B Fayon Secy

Saugus Free Public Library
Saugus, Sept. 12, 1898.

A duly notified meeting of the Trustees of the Saugus Free Public Library was held this evening.

All the Trustees were present except Mrs. Marion V. Putnam and Mrs. H. B. Coles

After examining some new books and attending to other routine matters, the meeting adjourned.

Adjourned
M B Fayon Secy

Saugus Free Public Library

Expenses 1899

April 10,	Clark, W B & Co,	Books	96	13
	Charles L Davis,	Delivering Books	16	50
	Miss Carnes	" "	3	25
	Ernest Homan	" "	3	25
	Miss Emma E Newhall,	Services	39	62
	Miss Julia J Nourse,	"	8	75
	Miss Bessie Learoyd	"	6	25
	F J Barnard & Co,	Binding Books	20	90
	Thomas P Nichols,	10,000 Slips	5	00
	Jordan, Marsh & Co,	Books	5	77
June 12,	F J Barnard & Co,	Binding Books	18	84
	Library Bureau,	Sundries	7	80
	W B Clark & Co,	Books	18	08
August 14,	W B Clark & Co,	Books	3	35
	"	"	19	74
	"	"	4	52
	"	"	23	00
	"	"	2	00
	"	"	5	00
	"	"	1	59
October 9,	"	"		98
	"	"	1	00
	"	"	16	70
	Miss Julia J Nourse,	Services	8	75
	Miss Bessie B Learoyd,	"	7	50
	Miss Emma E Newhall	"	37	50
		Sundry expenses	10	25
	Charles L Davis,	Delivering Books	15	85
	F W Graves Jr	" "	3	25
	Miss Emma C Carnes	" "	3	25
July 1,	Miss Emma E Newhall,	Services	47	00
	Miss Bessie B Learoyd	"	7	50
	Miss Julia J Nourse	"	8	75
	Charles L Davis,	Delivering Books	16	55
	Ernest Homan	" "	3	25
	Miss Emma C Carnes	" "	3	25
			$500.	67

Saugus Free Public Library

Expenses 1899

	Am't bro't for'd	500	67
Dec 11,	Miss Emma E Newhall, Services	37	70✓
	Miss Julia J Nourse, "	6	50✓
	Miss Bessie B Learoyd, "	6	63✓
	Charles L Davis, Delivering Books	17	20✓
	Miss Emma C Carnes, " "	3	25✓
	W B Clarke & Co, Books	5	00✓
	Secretary's Expenses,	5	00✓
	Thomas P Nichols; 10,000 Slips	5	00✓
		$586	95

Dog Tax 286.95
Appropriation 300.00
586.95

Saugus Free Public Library
April 10, 1899

A duly notified meeting of the trustees was held this evening:- all present except Mr Calley.

The records of the last meeting were read and approved; Mr A B Coates serving as Chairman Pro-tem.

Mr B F Calley was chosen chairman of this board for the ensuing year.

Mr W B Fayson was chosen secretary of this board for the ensuing year.

Voted:- That Miss Emma E Newhall be Librarian for the ensuing year, with a salary of $150.00; and that Miss Newhall is empowered to employ two assistants, salaries for both not to exceed $65.00

Voted:- That the Library be open for the delivery of books as follows:-
Wednesdays and Saturdays
3 to 6 and 7 to 9 PM each day.

Voted:- That $25.00 be used for incidentials.

Voted:- That Mr Putnam put an article in the next town meeting warrant, asking for $150.00 for the Library; and that he explains to the town why the money is needed.

Saugus Free Public Library

December 11, 1899

A duly notified meeting of the trustees was held this evening:- all present except Mr Coates.

The records of the last meeting were approved.

Voted:- That the Librarian submit, at the next meeting, an estimate of the amount of money needed for the expenses of the Library for the ensuing year—to include her recommendation for books and all expenses.

Voted:- That the secretary send in writing, the thanks of the trustees to:-

Mrs H B Newhall; East Saugus, Mass
for "Harpers' Book of Facts"

Riverside Club; Saugus, Mass
Mrs Charles Davis secretary
for "The Century Dictionary and Encyclopaedia";
as well as other books

Voted:- That the next meeting be on Monday, January 29, 1900 instead of the usual second Monday in February 1900

Adjourned

M B Faulon Secy

Saugus, January 29, 1900

Voted:- We, herewith recommend, that the sum of five hundred dollars ($500.00) and the dog tax, be appropriated for the benefit of the Saugus Free Public Library, and that the same be expended under the direction of the trustees of said Library

Saugus Free Public Library

April 9, 1900

The Library Trustees met and organized with the choice of Benjamin F Calley, as chairman, and Marshall B Faxon as secretary

Members present Calley, Hughes, Putnam and Hawkes

Voted, that the trustees extend a vote of thanks to Mrs Hortense D Davis for gift of books

Voted, that the trustees extend a vote of thanks to Mrs James R Hughes for gift of $25.00 to purchase books for the children

Voted, that Mr Calley be a committee to purchase a chair for the Librarian

Miss Emma E Newhall was engaged as Librarian; twelve hours per week salary of $180.00 per year; voted also $75.00 for assistants

Estimates of Expenses for the Year

Binding Books	$50.00
Cataloguing Books	$75.00
Expressing Books	$95.00
Printing	$15.00
Incidentals	$25.00

Town Appropriation for Year		$500.00
Dog Tax		394.00

Saugus Free Public Library
Expenses 1900

april 9,	W B Clark Co; Books	96	96
	" "	5	68
	" "		84
	" "	5	79
	" "	2	84
	" "	45	90
	" "	5	85
	" "	55	84
	Jordan, Marsh & Co; Books	32	55
	Emma E Newhall, salary, quarter ending Mar 31, 1900	45	00
	Bessie B Learoyd, services " " " "	6	25
	Julia Nourse, " " " " "	6	25
	Charles L Davis, expressing " " " "	16	00
	Annie B Carnes, " " " " "	3	25
	Frank W Graves, " " " " "	3	25
	E P Barnard & Co, Binding Books	21	16
	Walter S Houghton, for Magazines	2	65
	Thomas P Nichols; 15,000 Slips	7	50
	Emma E Newhall, extra assistance	3	20

245 -2

Saugus Free Public Library
August 13, 1900

A duly notified meeting was held this evening;

Voted:- That the Secretary request the chief of Police to use every effort to collect all dog taxes due the town.

Adjourned
M B Faxon Sec

Saugus Mass April 8, 1901

The Library Trustees met and organized with the choice of Benj. F. Calley, as chairman and Levi G. Hawkes as secretary

Members present Calley Hughes Putnam and Hawkes.

Voted, that the chairman write Mr. Carnegie setting forth the needs of the Library, in reference to asking for a donation.

Voted, that Miss Emma Newhall be elected librarian for the ensuing year

Adjourned at 8.30

Levi G. Hawkes, Secy

Saugus June 10, 1901

A regular meeting of the trustees was held this evening

Members present B. F. Calley J. R. Hughes and L. G. Hawkes

The following bills were approved

W. B. Clarke & Co.	Books	1.84
		1.00
		.75
		2.00
		1.20
		24.48
		2.84
		1.00
		2.50
		1.00
		1.00
		1.00
		3.84
		2.84
		52.12
		4.00
		.70
		2.00
		3.02
		9.78
		4.51
		123.22
Charles L. Davis	Expressing Books	15.75
Frank L. Graves,	" "	3.25
Lizzie Goodridge	" "	3.25
Justin S. Mansfield	Assisting Librarian	1.50
Roland Mansfield		3.00
Julia J. Nourse		10.00
Emma E. Newhall,	Salary	45.00
		3.70
		85.45
F. J. Barnard & Co.	$26.25	36.48
R. E. Cummings	$10.23	123.22
	36.48	245.15

Levi G. Hawkes Secy

Saugus Oct. 21, 190.

A duly notified meeting of the Public Library Trustees was held on this evening

The following Trustees were present Colby, Hughes, Putnam and Hawkes

Miss Newhall explained a new system of letting out books, and it was voted to adopt the system if the cost does not exceed twenty-five dollars.

The following bills have been approved since our last meeting.

May	Jordan Marsh & Co	books	17.77
July 1	Emma E. Newhall	salary	45.00
	Julia J. Nourse	services	10.~~40~~
	Charles L. Davis	expressing	15.60
	Lizzie Goodridge	"	3.25
	Frank L. Graves	"	3.25
3	W. B. Clarke & Co	books	
3	"		52.55
3	"		33.58
3	"		7.00
5	"		1.68
6	"		.84
8	"		1.80
8	"		3.51
10	"		1.51
12	"		1.17
Aug 26	"		.67
Sept.			~~2.00~~
" 20	"		2.00
Oct. 4	"		1.00
			204.58

Oct. 4	W B Clarke & Co.	Books		3.13
" 8	"			18.02
11	"			3.85
15	"			4.57
18	"			1.00
18	"			
18	"			8.80
Sept. 13	M. B. Faxon	Expenses		3.00
Oct. 1	Charles L. Davis	Expressing		13.80
				55.70
				204.58
				260.28

Voted, to have the next meeting on Dec. 27

L. G. Hawkes, Sec.

Saugus Dec. 27, 1901

A duly notified meeting of the Trustees of the Saugus Free Public Library was held on the above date.

The chairman secretary and Mr Hughes were present

The following bill were approved

Dec. 27,	Jordan Marsh & Co.	Books	18.03
Nov.	"	"	10.18
Sept. 20	W. B. Clarke & Co.	Books	9.99
Oct 18	" "	"	1.00
" 21	"		1.00
Nov. 14	"		36.45
Oct 22	"		1.80
Nov. 8	"		20.50
" 8	"		6.19
" 12	"		.84
" 14	"		.90
" 15	"		3.00
Dec. 2	"		2.00
" 13	"		1.00
" 19	"		4.13
" 20	"		6.90
" 26	"		29.30
Nov. 21	Thos. P. Nichols		70.80
	Library Art Club,		5.00
	G. J. Barnard & Co		26.15
	Herbert O. Pratt		1.00
	Chas. L. Davis	Expressing books	16.60
	Lizzie Goodridge	"	3.25
	Frank Graves	"	3.25
	Justin E. Mansfield,	services "	2.00
	Library Bureau		14.65

Miss Emma E. Newhall,	Salary	45.00
" " " "	services	39.45
" " " "	Books,	1.00
" Julia Nourse	Salary	10.50
" Louise Hawkes	"	5.00
W. B. Clarke & Co.	Books	2.84
Amt brought over		295.91
		399.70
	credits	24.85
		$ 364.85

Levi G. Hawkes Secretary.

Saugus Free Public Library
Expenses for 1902

April 14	W. B. Clarke & Co.	Books	99.64
	Emma E. Newhall,	Services	50.70
	Julia Nourse	"	10.50
	Louise Hawkes	"	7.00
	John R. Laboree		1.95
	Lizzie Goodridge,	Expressing books	3.25
	Frank W. Graves	" "	3.25
	Library Bureau	Cards, Seals, Pockets	2.50
	Dewolfe Fiske & Co.	Books,	10.10
	Charles L. Davis	Expressing books	16.20
			205.09

Oct. 20	W. B. Clarke & Co.	Books	175.91
	E. E. Newhall	Salary	45.00
	" " "	cataloguing	5.25
	Louise Hawkes		7.00
	Julia J. Nourse		10.35
	John R. Laboree		2.70
	Chas. L. Davis	Expressing books	16.90
	Lizzie Goodridge	" "	3.25
	Frank Graves	" "	3.25
	Art Club.		5.00
	Library Bureau		10.45
	Hatch & Fernald	Book Stacks	76.00
			361.06

June 30	W. B. Clarke & Co.	Books	115.12
	De Wolfe Fiske & Co.	"	9.35
	James M. Sullivan	Binding	25.00
	Emma E. Newhall	Salary	45.00
	Charles L. Davis	Expressing books	17.60
	Lizzie Goodridge	" "	3.25
	Frank W. Graves	" "	3.25
	Julia J. Nourse	Salary	9.90
	Louise Hawkes	"	6.50
	John R. Labaree		2.10
			237.07
			205.09
			361.06

Dec. 29	W. B. Clarke & Co.		84 56
	De Wolfe Fiske & Co		21.55
	Emma E. Newhall	Salary	45.00
	" "	Cataloguing	4.70
	Julia J. Nourse	Assistant	12.30
	John R. Labaree	"	1.95
	Chas. L. Davis	Expressing books	18.20
	Lizzie Goodridge	" "	3.25
	Frank W. Graves	" "	3.25
	~~Emma E. Newhall~~	~~" "~~	194.76

Sangus Free Public Library
Sangus April 14, 1902

A meeting of the Trustees was held on the above date.

Record of the last meeting was read and approved.

The Trustees organized with the choice of Benj. F. Talley as chairman and Levi G. Hawkes as secretary

Miss Emma E Newhall was re-elected Librarian

Moved by M. V. Putnam and voted, that we procure two more stacks for books.

Voted, that L. G. Hawkes be a committee to procure the stacks

Voted, the same amount be appropriated for salaries as last year viz. Librarian $180.00 assistants $75.00

Voted, a vote of thanks to C. H. Pope of Boston for his gift of "The Pioneers of Massachusetts."

Voted, to adjourn to Monday June 23d.

L. G. Hawkes, Secy.

June 23d. Not a quorum at the meeting.

Sangus Free Public Library
Sangus Oct. 20, 1902

Talley, Coates and Hawkes present
Voted, to send thanks of the trustees
to Thomas W. Lawson & Winfield M.
Thompson of Boston Mass. for gift of
"The Lawson History of the Americas
Cup."; and to Deloraine Pendre Corey
of Malden, for the gift of the
"History of Malden".
Arthur B. Coates presented the
Library a set of Cosmos Pictures.

Adjourned

L. G. Hawkes Secy

Sangus Free Public Library
Sangus April 14, 1903

M. C. Putnam J. R. Hughes and L. G. Hawkes present.

The following bills were approved

April	W. B. Clarke & Co.	Books	141.14
	De Wolfe Fiske & Co	"	6.80
	Library Bureau	"	3.03
	Chas. L. Davis	Expressing Books	15.60
	Lizzie Goodridge	" "	3.25
	Frank W. Graves	" "	3.25
	Laura F. Bailey	Services	2.90
	Julia F. Nourse	Salary	12.45
	Emma E Newhall	"	45.00
	" " "	Extra services	9.05
			242.47

Voted, to keep a set of Chambers Cyclopaedias which had been sent to the Library

Levi G. Hawkes, Secy

Saugus Free Public Library
Saugus June 16 1903

A duly notified meeting was held this evening.

The following bills were approved.

May 1	W. B. Clarke & Co	Books	164.93
June 1	" " "	"	1.00
	Chas L. Davis	Expressing	17.20
	Frank W. Graves	"	3.25
	Lizzie Goodridge	"	3.25
	Emma E. Newhall	Salary for quarter	45.00
	" "	Extra Cataloguing	8.40
	Julia J. Nourse		13.40
	Subscriptions to Library Art Club.		5.00
			261.43

Bills approved Sept. 25, 1903

De Wolfe Fiske & Co.	Books	$ 17.58
W. B. Clarke & Co.	"	113.61
Damrell & Upham	"	7.50
Cora E. McDavitt	"	19.10
G. J. Barnard & Co.		16.30
Emma E. Newhall	salary	51.50
" " "	cataloguing	5.30
Library Bureau		18.36
Julia J. Nourse	salary	7.20
Laura E. Bailey	"	6.50
Avery Porter	"	3.50
Charles L. Davis	expressing	18.20
Frank W. Graves	"	3.25
Lizzie Goodridge	"	3.25
		$ 291.15

Sangus Free Public Library
Sangus, Mass. Sept. 25, 1903

A duly notified meeting of the Trustees of the library was held on the above date.

Hughes, Putnam, Coates and Hawkes present.

The meeting was organized with the choice of James R. Hughes as chairman and Levi G. Hawkes as secretary.

Records of the last meeting were read and approved.

Motion was made and carried that the salary of the Librarian be two hundred and twenty-five dollars exclusive of the work of cataloguing.

Voted that the united salaries of the library assistants be seventy-five dollars per annum.

Voted, that the matter of cataloguing be left with the librarian.

Voted; that the Librarian be empowered to hire a type-writer machine for one month.

Moved to adjourn at the call of the Chairman and Secretary.

Levi G. Hawkes, Secy.

Sangus Free Public Library
Sangus Dec. 23, 1903.

A duly notified meeting of the Trustees of the Library was held on the above date J.R. Hughes and L. G. Hawkes present.

The following bills were approved.

DeWolfe Fiske & Co.	books	$ 10.14
W.B. Clarke & Co	"	155.87
Scribner's Sons		6.75
J.M. Sullivan	binding	31.60
Emma E. Newhall	salary	56.00
Julia J. Nourse	"	7.25
Avery Porter	"	4.60
Byron Day	"	1.70
Charles L. Davis	expressing	16.90
Frank W. Graves	"	3.25
Lizzie Goodridge	"	3.25
		297.33

Amt of bills	Apr. 14,	242 47
" " "	June 16,	261.43
" " "	Sept. 25	291.15
" " "		1092.38

Appropriation 1903	600
Dog tax	491.30
	1091 30

Levi G. Hawkes, Secy.

Saugus Free Public Library

Saugus, March 29, 1904

A duly notified meeting of the Trustees of the Public Library was held on the above date.

J. R. Hughes, R. S. Butterfield Geo. A. Learoyd, Joseph R. Gillan and L. G. Hawkes present.

The meeting was organized with the choise of James R. Hughes as Chairman and L. G. Hawkes as Secretary.

Miss Emma Newhall was reelected Librarian.

Voted, that the salary of the librarian for the ensuing year be two hundred and twenty-five (225) dollars and an appropriation of seventy-five dollars be made for salaries for such assistants as she may engage.

Voted, that we appropriate the sum of $5.00 for the purchase of a clock by the librarian.

Voted, that the sum of $50.00 be placed at the disposal of the librarian for the purchase of a type-writer.

Voted, to adjourn

Levi G. Hawkes Secy

Bills	W. B. Clarke	Books	153.91
	James M. Sullivan	Binding Books	16.45
	John Labaree	Assistance.	3.25
	Byron Day	"	9.90
	J. J. Nourse	"	7.50
	E. E. Newhall	Salary	62.50
	L B		7.28
	Lizzie Goodridge	Expressing books	3.25
	Frank Graves	" "	9.25
	Chas. L. Davis	" "	16.90
			$294.19

Saugus Free Public Library
Saugus, July 1st., 1904

A duly notified meeting of the Trustees was held on the above date, A. B. Coates absent. Business of meeting approving the following bills.

W. B. Clarke & Co.	Books	99.71
Jordan Marsh	"	12,62
Type-writer		50,00
B. J. Barnes binding	books	21,00
James M. Sullivan "	"	18,00
Library Art Club		5,00
Library Bureau		3,05
W. S. Houghton		2,00
Clock W. B. Marsh	clock	5,50
E. E. Newhall	salary	61,20
Chas. L. Davis	expressing books	16,90
H. T. Davis	salary	17,55
Labaree, Porter and Nourse	assistance	2,90
Frank Graves	expressing books	3,25
Lizzie Goodridge	" "	3,25
Byron Day	as assistant	2,80
		324,73

Saugus Sept. 30, 1904
A duly notified meeting of the Trustees was held on this date, all trustees present. Business of the meeting, to approve the following bills.

W. B. Clark	Books	104,93
E. B. Newhall	Salary	56,70
Hortense T. Davis	"	22,80
Chas. L. Davis	Expressing books	16,90
Lizzie Goodridge	" "	3,25
Frank Graves	" "	3,25
		207,13

Levi G. Hawkes Secretary

Saugus Free Public Library
Saugus Dec. 31- 23, 1901

A duly notified meeting of the trustees of the Library was held on the above date.

Voted, that the Library be opened one and one half hours on Monday afternoons during the school terms in addition to present dates.

Voted, that the secretary of the Board of Health be requested to notify the Librarian of any cases of contagious diseases that may occur during the year.

Voted, that matter of disposing of infected books be left with the Librarian.

Voted, that it is the sense of the meeting that the trustees ask for an appropriation of $800 dollars and the dog tax for the use of the Library for the ensuing year.

The following bills were approved.

W. B. Clarke & Co.		books	98,94
Jordan Marsh Co.		"	14,40
J. M. Sullivan	binding	"	15,25
Emma E. Newhall	salary		62,00
Library Bureau			2,25
Incidentals			5,87
Hall			7,50
Hortense I. Davis	salary		21,45
Chas L. Davis	expressing books		16,90
Frank Graves	"	"	3,25
Lizzie Goodridge	"	"	3,25
Minnie Winchester			2,00
			$ 253,06

[illegible]

Saugus Free Public Library
Saugus March 30, 1905

A duly notified meeting of the trustees of the Library was held on this date.
The Trustees were all present, and organized with the choice of James R. Hughes Chairman and Levi G. Hawkes as Secretary. Miss Emma E. Newhall was re-elected as Librarian

Bills approved

W. B. Clarke	books	$ 119.11
Phil. Bookstore	"	10.00
J. M. Sullivan	binding "	15.50
Emma E. Newhall	salary	69.00
Hortense T. Davis	"	22.20
Minnie Winchester	"	5.00
Emma E. Newhall	labor and cataloguing	5.00
Cards, and Stationery and Thermometer		3.70
Chas L Davis expressing books		16.90
Frank Graves "	"	3.25
Lizzie Goodridge "	"	3.25
		$ 272.21

Adjourned

L. G. Hawkes, Secy.

Saugus Free Public Library
Saugus June 26 1905

A duly notified meeting of the trustees was held on the above date
J. R. Hughes E. J. Calley Geo. A Leavyer and L. G. Hawkes present.
Record of last meeting read and approved
Business of the meeting approving the following bills. Voted that we accept an offer of 58 volumes of Blackwoods Magazine 1857 to 1885 and purchase the same

W B Clarke.	for books	109,51
F. J. Barnard	binding books	23.25
Jordan Marsh Co.	books	10,83
Library Bureau		3,14
Worlds Great events		6,25
Emma E. Newhall	salary	69.00
Hortense I. Davis	"	5,70
M. G. Winchester	"	15,70
Emma E. Newhall	extra labor	5,80
Chas. L. Davis	expressing books	16.90
Lizzie Goodridge	" "	3,25
Frank Graves	" "	3,45
Library Art Club		5.00
		277.88

Adjourned at 9-10

L. G Hawkes, Secretary

Saugus Free Public Library
Saugus Sept. 29, 1905

A duly notified meeting of the trustees was held on the above date.

A. B. Coates and R. S. Butterfield absent

Business of the meeting approving the following bills.

W. B. Clarke		books	137.32
Cong. Pub. Society		"	23.76
J. M. Sullivan	binding	"	15.75
J. J. Morgan			4.85
Emma E. Newhall	salary		65.50
M. G. Winchester			16.00
Library Bureau			5.98
Chas. L. Davis	expressing	books	16.90
Frank Graves	"	"	3.25
Lizzie Goodridge	"	"	3.25
Hortense I. Davis			4.80
			296.84

Adjourned

L. G. Hawkes, Secy.

Saugus Free Public Library
Saugus Dec. 22, 1905

A duly notified meeting of the trustees was held on the above date J. K. Hughes, C. J. Calley, R. S. Butterfield and L. G. Hawkes present.

Business of the meeting was the approving of the following bills.

W. B. Clarke & Co.,	books		168.22
De Wolfe Fiske & Co.,	"		3.00
Pilgrim Press,	"		2.26
Frank Bernard,	binding	"	20.15
Emma E. Newhall,	salary		79.88
M. G. Winchester	"		18.95
Hortense I. Davis	"		3.60
Chas. L. Davis	expressing	books	16.90
Lizzie Goodridge	"	"	3.25
Frank Graves	"	"	3.25
Jennie Corson			1.25
			$320.71

Adjourned
L. G. Hawkes Secy

Sangus Free Public Library
Sangus 1906

A duly notified meeting of the trustees was held on the above date.
The trustees organized with the choice of E. Hughes, as Chairman and Levi G. Hawkes, as Secretary.
Miss Emma E. Newhall was reelected as Librarian.
Voted, that the salary of the Librarian be the same as last year viz 79 dollars per quarter $316 per year.
Voted, that a committee of five persons be appointed by the town to consider the needs of the Library.
Voted, that we ask the Selectmen to have the Library books issured for $8000
The estimated value of the books & fixtures is as follows.

Cabinet for minerals and shells	25.00
Contents of cabinet, minerals shells &c.	175.00
Cabinet desk	50.00
Delivery "	50.00
Card cabinet	10.00
Card "	25.00
Card Case	10.00
Book Cases	300.00
Tables, chairs, stands, steps and bulletin board	35.00
Glass case of birds	35.00
Clock	4.00
Typewriter	50.00
W. F. Gillettes Picture	25.00
Card cataloguing at 25¢	2.00
Library books	8000.00
	10794.00

L. G. Hawkes Secy

The following bills were approved

W. B Clarke	books	$ 114.10
Jos. Sullivan	binding "	18.75
Library Bureau		4.75
E. E. Newhall	Salary	79.00
E. E. Newhall	cataloguing	4.00
	printing	1.50
M. G. Winchester	assistance	22.05
Chas. L. Davis	expressing books	16.90
Jennie Corson	assistance	6.90
Lizzie Goodridge	expressing books	3.25
Frank Graves	" "	3.25
		$ 274.45

L. G. Hawkes. Sec'y

Saugus June 25, 1906

A duly notified meeting of the trustees of the Free Public Library was held on the above date. Business of the meeting approving the following bills

W. B. Clarke and Co	Books	$ 180.97
Underwood & Underwood		19.50
E. E. Newhall	Salary 79.00 Cata'ng 3.00	82.00
Minnie G. Winchester	Salary	22.80
Jennie Corson	"	13.00
Mrs. Coombs		5.00
Charles L. Davis	expressing books	16.90
Ralph Graves	" "	3.25
Alice Goodridge	" "	3.25
Remington-typewriter		.75
Librarian's incidentals		2.46
Mrs. Metcalf		4.50
Manuscript		20.00
	L. G. Hawkes Sec.	$ 374.38

Saugus, Sept. 30, 1906

The Trustees of the Free Public Library met on the above date and approved the following bills.

W. B. Clarke & Co.	Books	116,60
C. E. Lauriat	"	16,50
J. B. Nichols	Printing Catalogues	85,00
J. M. Sullivan	Binding Books	17,75
Snow & Co.	Printing Postals	3,00
Library Art Club		6,00
E. E. Newhall	Manuscript	12,00
" " "	Salary	79,00
M. G. Winchester	"	20,05
Jennie A. Corson	"	12,80
Chas. L. Davis	Expressing Books	16,90
Alice Goodridge	" "	3,25
Ralph Graves	" "	3,25
Librarians Incidentals		4,00
		$ 396.10

L. G. Hawkes Secy.

Saugus, Dec. 28, 1906

Trustees, J. R. Hughes, Clara J. Calley and L. G. Hawkes were present and approved the following bills.

W. B. Clarke	books	$ 167,22
DeWolfe Fiske & Co.	"	4,55
Jordan, Marsh & Co.	"	13,05
E. E. Newhall	Salary,	79,00
M. G. Winchester	"	25,18
J. A. Corson	"	19,22
C. L. Davis	Expressing books	16,90
Ralph Graves	" "	3,25
Alice Goodridge	" "	3,25
Library Bureau		4,60
		37,85
F. L. Barnard	Binding books	
		$ 374,07

Saugus, March March 29, 1907

A duly notified meeting of the Trustees of the Library was held on the above date

Trustees, J. R. Hughes, L. M. Hendrick, and L. G. Hawkes present.

Business of the meeting, approving the following bills.

W. B. Clarke Co.	Books		118.82
F. J. Barnard	Binding	"	20.85
" "	"	"	5.25
Chas L. Davis	Expressing	"	16.90
Emma. E. Newhall	Salary		84.60
Minnie G. Winchester	"		25.36
Jennie A. Corson	"		20.33
Alice Goodridge	Expressing	Books	3.25
Ralph Graves	"	"	3.25
			$ 298.61

Voted, to discontinue the delivery of books to the outlying parts of the town, after the 10th. of April

Miss Emma E. Newhall was re-elected as Librarian, James R. Hughes Chairman and Levi G. Hawkes Secretary

L. G. Hawkes, Secy.

Sanguis June 28. 1907.

A duly notified meeing of the trustees of the Public Library was held on the above date.

Trustees Hughes, Calley, Hendrick and Hawkes present

Business of the meeting, approving the following bills.

W. B. Clarke Co.	books	$ 87.65
F. J. Barnard	binding books	19.55
J. M. Sullivan	" "	15.25
Gaylord Brothers	mending materials	2.00
Library Art Club.	picture exhibitions	6.00
Am. Lib. Book Co.	book of War Pictures	7.20
Emma E. Newhall	salary	79.00
Minnie G. Winchester	"	27.66
Jennie A. Corson	"	11.40
Ralph Graves	expressing books	.50
Alice Goodridge	" "	.50
Indian Relics		2.00
Incidentals		1.25
		259.96

L. G. Hawkes, Secy.

Saugus, Oct. 29, 1907

A duly notified meeting of the trustees of the Public Library was held on the above date. Trustees Hughes, Talley, Hendrick and Hawkes present.

Business of the meeting, approving the following bills.

W. B. Clarke Co.	books	119.48
Library Bureau	pictures exibited	.98
Emma E. Newhall	salary	79.00
Minnie G. Winchester	"	25.70
Jennie B. Carson	"	8.68
Chas. L. Davis	expressing books in April	1.30
Library incidentals		3.00
		$ 238.14

L. G. Hawkes, Secy.

Saugus, Dec. 25, 1907

A duly notified meeting of the trustees of the Public Library was held on the above date. Trustees Hendrick and Hawkes present.

Business of the meeting approving the following bills.

W. B. Clarke Co.	books	135.46
F. J. Barnard	binding books	19.94
Jas. M. Sullivan	" "	18.05
De Wolfe, Fiske & Co.	"	11.60
Jordan Marsh & Co.	"	3.79
Emma E. Newhall	salary	79.00
Minnie J. Winchester	"	22.30
Jennie A. Corson	"	5.22
Agnes Bryant	"	4.30
		$ 299.66

L. G. Hawkes, Secy.

Saugus March 30, 1908

A duly notified meeting of the trustees of the Public Library was held on the above date, Hughes, Calley, Coates and Hawkes present.

The trustees organized with the choice of James R. Hughes as chairman and Levi G. Hawkes as secretary.

Miss Emma E. Newhall was reappointed as librarian.

Voted, that the library be opened for the distribution of books the same days and hours as last year, viz, Monday afternoons from one to six, Wednesday and Saturday afternoons and evenings.

Voted, that the librarian obtain the Library Reports of ten towns somewhat similar to Saugus in population and circumstances viz, Leicester, Clinton, Peabody, Kingham, Reading, Revere, Stoneham Swampscott, Hudson and Wakefield.

Voted, that a committee of three consisting of James R. Hughes, Clara J. Calley and Levi G. Hawkes be appointed to purchase the books this year.

Voted, that a drop electric light be purchased for the use of the librarian from library appropriation or from the Selectmens incidentals.

Adjourned at about 9 o'clock

L. G. Hawkes Secy.

Bills approved, March 30, 1908

W. B. Clark	books	$ 94.55
Burrows & Sanborn	"	25.94
James M. Sullivan	binding "	33.85
H. J. Barnard & Co.	" "	23.83
Library Bureau	~~cost of pictures~~	5.48
Emma E. Newhall	salary	79.00
" "	extra services	2.15
Jennie A. Corson	salary	20.28
Agnes Bryant	"	11.90
		$ 296.98

L. G. Hawkes Secy

Saugus, July 3, 1908

A duly notified meeting of the Public Library trustees was held on the above date. J. R. Hughes, L. M. Hendrich, M. J. Calley and L. G. Hawkes, present.

Records of the last meeting were read and approved.

Business of the meeting approving the following bills.

Library Art Club	pictures	6.00
Electric lamp		5.00
W. B. Clark & Co.	books	2.00
" " "	"	1.00
Libray Bureau	supplies	3.75
Jennie A. Corson	salary	24.67
Emma E. Newhall	"	79.00
David Farquhar	binding books	32.11
Meserve & Co.	rubber stamps	1.60
		$ 155.13
E. E. Newhall (Rent) repairing clock		1.00
		$ 156.13

L. G. Hawkes Secy

Saugus Oct. 2. 1908

A duly notified meeting of the trustees was held on the above date. Hughes and Hawkes present.

Business of the meeting approving the following bills.

R. H. White		42.68
David Farquhar,	binding books	34.26
F. J. Barnard	" "	22.83
Thos. P. Nichols & Sons	10000 slips	9.00
Emma E. Newhall,	Salary	79.00
Jennie A. Corson	"	23.40
Mary G. Winchester,	"	3.60
Ole Christiansen	building shelves	14.75
		$ 229.52

L. G. Hawkes Secy.

Saugus, Dec. 1908

A meeting of the trustees of the Public Library was held on the above date. J. R. Hughes M. J. Calley L. M. Hendrick and L. G. Hawkes present.

Business of the meeting approving the following bills.

W. B. Clark	books	21[illegible].87
R. H. White	"	46.70
De Wolfe Fiske & Co.	"	8.[illegible]0
Emma E. Newhall	salary	79.[illegible]
Jennie A. Corson	"	28.[illegible]0
F. W. Edmands	"	1.[illegible]
Subscription to public libraries		1.[illegible]
Ole Christiansen	putting up shelves	3.50
Expenses [illegible]		[illegible]
[illegible]		[illegible]
		411.08

[illegible]

Saugus Free Public Library
Friday April 2, 1909.

A meeting of the Trustees of the Public Library was held on the above date.

Trustees Hawkes, Learoyd, Calley and Homan were present

Meeting called to order at 8.15 o'clock by Secy Hawkes.

Mr Levi Hawkes was nominated and elected Chairman

Dr Homan and Miss Calley were nominated for Secy

Miss Calley declined and Dr Homan was elected

Miss Emma Newhall was nominated and elected Librarian for ensuing year.

Motion made by Mr Learoyd that a Com. be appointed to draw up a set of By Laws to govern Board of Trustees

Dr Homan and Mr Hawkes were appointed.

Moved and seconded that the Librarian salary be 80.00 per quarter or 320.00 a year.

Motion carried.

Voted that Miss Corson be given 10 cents an hour this year.

Voted that we purchase three dozen stenographic pads 6.00.

The following bills were approved.

W B Clark Book	57.99
R. T. White Co. "	13.09
~~Little Brown Co.~~	5.76
Miss Emma Newhall Salary	79.00
Extra work on Catalogue	5.00
Miss Jennie Corson	31.86
" Agnes Bryant	6.40
" Frances Edmands	3.00
Library Bureau	8.28
	212.37

Adjourned at 10 o'clock
Dr S H Homan
Secy.

Saugus June 25 1909.

A duly notified meeting of the Trustees was held on the above date
Trustees Hawkes and Homan were present
Business of the evening approving the
following bills. Little Brown & Co 5 16
H B Clark 134 52
Jordan Marsh Co. 16 55
Library Bureau (Manila Pockets) 2.50
H C White (Stenographer) 6.00
Ward Farquhar (Binding) 31 27
" " 33 67
Emma E Newhall 80.00
Jennie Corser 34.32
Francis Edwards 4 60
Total 348.59

attest
E W Homan Secy.

Saugus Public Library. Oct 1 1909
A regular meeting of the Trustees was held this evening called to order at 7.30 o'clock
Trustees Hawkes, Homan & Learoyd were present
The following bills were approved.
H B Clark book 116.51
Little Brown & Co 22.87
F J Barnard & Co. Binding 19 82
Public Libraries Mag 1 00
Library Bureau 1 75
E E Newhall 80 00
Catalogue work. 10 00
J A Corser 28 40
F V Edwards 4 00
283.35

attest
E W Homan Secy

Sanger Public Library Dec 17 '09

A duly notified meeting of Trustees was held with Trustees Hanker Homan Culley & Learoyd present

Voted that Trustees Hanker & Homan be a committee to draw up resolutions on death of Mr Culley a former Trustee.

The following bills were audited and found correct

W. B Clark.	Books	77 41
J B Millet	"	21.38
Wand Forguhar	Binding	30 52
Mass Mag Co		6 00
Library Bureau		210
F P Edmands		3 45
J A Corson		33 80
E E Newhall		40 00
J. Lewis Sign		125
L B Hanker		326
		269.16

Recapitulation,

W. B Clark. Book.	374. 85	
Little Brown Co "	39. 11	
Jordan Marsh Co "	16. 55	
R H White Co "	13.09	
J B Millet Co "	21.38	
W B Farquhar Co Binding	95.46	
F J Barnard Co "	19 32	
Mass Mag Co.	6 00	
H C. White Stereograph	6 00	
A J Gordon Book.	325	
Library Bureau Supplies	963	
J. A. C Lewis Sign.	1.25	
E E Newhall Salary	320.00	
J A Corson "	127.85	
F P Edmands .	15.65	
Extra Cataloguing	24 00	E W Homan
Ella Chamberlain	12 75	Secy.
W B Clark	6 40	
	1112.47	

Sangus Public Library Mar 5 '10

A duly notified meeting of the Trustees was held on abve date.
Trustees Hawker, Homan & Learoyd were present
The matter of moving Public Library from our regular appropriation was discussed and on motion of Trustee Learoyd it was ~~voted~~ that by the advice of the Finance Com. we move the Library from our regular appr. if voted so by Town.

attest
E.A. Homan Sec'y

Sangus Public Library Mar. 19 '10

A duly notified meeting of the Trustees was held on abve date
Trustees Hawker Edmands Learoyd Gaffa and Homan were present.
Records of last meeting read and approved.
Voted on motion of Trustee Learoyd that Mr Levi Hawker serve as Chairman this year
Dr. Homan was elected Sec'y for current year
Town Clerk Parker then swore in the newly elected Trustees
Voted that a Com. be appointed to look up ways of running branch libraries also to look into method of distributing books.
All trustees present were appointed on that Com.
On motion of Mr Edmands it was voted that the Supt of Schools be requested to ask his teachers to make out and present to him lists of books that they would like to have in our library with the understanding that they might not all be bought by Trustees. Closed meeting at 2. o'clock
Attest E.A. Homan Sec'y

Saugus Public Library Mar 30 '10

A duly notified meeting of Trustees was held on above date.

Trustees Hauker Homan Edmands & Learoyd were present.

Mrs Edward Parsons Pranker of Dorchester presented Library with Everybody & Current Literature

Miss Newhall was again elected Librarian for current year.

The following bills were examined and approved

W B Clark	108.80
Burrows & Sanborn	10 58
Library Bureau	4 21
Thos P Nichols	8 50
E E Newhall Salary	80.00
Jennie Corson "	29 72
Francis Edmands	5 50
Binding	26.23
	282.04 Bal 963.96

Adjourned at 9.30 o'clock

Attest E W Homan Secy.

Saugus Public Library May 14 '10

A Special meeting of Trustees was held on above date.

Trustees Hauker, Homan, Edmands Learoyd and Gaylor were present.

Voted to approve records as read.

Following bills were examined and approved

Bill of H A B Peckham.	Furniture	30.00
Ole Christiansen	Moving and Labor.	79 56
E E Edmands	Book case	3 00
	Total	112 56

Leaving bal of Appr. - 851.48

On motion of Trustees Edmonds Chairman Hawkes was given power to make contract with Hatch & Wood for Electric Lights.

Voted that Chairman Hawkes be instructed to procure several able helpers for Miss Newhall.

Voted that Secy Homan write Miss Newhall a letter telling her all bills must be itemized and bills for labor must bear date, hours, and by whom work was performed, and also that she hasten work as much as possible.

Adjourned at 9.30 o'clock

Attest E W Homan Secy.

Saugus Public Library June 30, 1910.

A regular meeting of Trustees was held on above date

Trustees Hawkes Edmonds & Gaylor present

Voted that Library be opened on July 6

Voted that Trustee Gaylor make contract with Mr Welt to build shelves and do other repairs

Voted that Librarian sort out useless books and document the same to be disposed off.

The following bills were examined and approved.

Old Corner Book Store		8.50
Emma E Newhall		80.00
Jennie E Corson		26.37
Francis V Edmonds		6.50
Jane Green	Labor	5.13
Tilden & Adlington	Supplies	4.08
Otis Brougham		1.85
Bailey Express		.40
	Total	132.83

Attest E W Homan Secy

Saugus Public Library July 15, 1910

A special meeting of Trustees was held on above date

Trustees Hawkes Hearoyd Edmands & Homan were present

Records read and approved

Secy Homan reported that he had written letter as instructed.

Chairman Hawkes reported that he had had lights installed.

Bill of Fred Gott for painting examined and referred to account of Public Building Repairs for amount of 34.50

Bill of Fred Gott for labor and material on Cellar examined and approved to amount of 14.00

Voted that a Com. of one be chosen to confer with School Board about heating library

Chairman Hawkes agreed to serve.

Voted to adjourn at 9.30 o'clock

Attest E.H. Homan Secy

Saugus Public Library Aug. 1910

A Special meeting of Trustees was held

Hawkes, Homan & Gaylor present

Records of last meeting read and approved

Resolutions on death of Mr Benjamin Culley read and voted that a copy of same be spread on our records.

Voted that Trustee Homan arrange with Wood Hatch & Co about putting lights on one switch and a light outside door.

Bills of Wood Hatch & Electric amy 26.00

James Clark & Century Exc. 11.40

Approved. Total 37.40

Bal of Apr. 667.17 E.H. Homan Secy

Resolutions on death of
Benjamin F. Galley
a former member of the Board of Trustees.

Whereas Benjamin F. Galley a former member of the Sangus Free Public Trustees, has been taken away from among us by death, and

Whereas, he was very much interested and active in the work of the Library,

Therefore be it resolved, that we the Trustees of the said Library, express our hearty appreciation of his service and worth, and our deep regard for the departed, and our sense of loss at his taking away; and be it further

Resolved that a copy of these resolutions be spread on the Records.

Signed. Levi G. Hawkes Ch.
George A. Learoyd
Ernest J. Edmands
Earl A. Gaylor
Dr. Ernest W. Forman Secy.

Saugus Public Library Sept 29. 1910

A duly notified meeting of the Trustees of the Saugus Free Public Library was held on the above date

Trustees Hawker, Homan, and Edmands were present.

Records of previous meeting read and approved

Voted that Secy of Trustees acknowledge the invitation of Chelsea Trustees and send regret at our inability to opening of new Chelsea library

The following bills were examined and approved

Hatch & Wood	15.00
Jane Green	6.00
Francis Edmands	6.90
Emma E Newhall	8.16
Jennie Corser	3.20
	143.26

Saugus Public Library Dec 5 1910

A duly notified meeting of Trustees of the Saugus Free Public Library was held on the above date

Trustees Hawker Homan & Edmands were present

Record of previous meeting read and approved

Voted that as the year is drawing to a close, that the Librarian be requested to put the Library in best possible condition in order that the Trustees may see what is further needed in making their report to the Town.

Voted that all books be catalogued

Voted that we dispose of all old books and magazines not of value in small room

Chairman Hawker to have charge of same

Voted that Trustee Edmands purchase one dozen Kent wood chairs and four wood arm chairs

Voted that Chairman Hawker see to painting on

storm windows and putting up railing between stacks and reading room.

Voted that Trustee Homan be authorized to see to small repairs

Bill of Trefethern for repair of pump read and approved for amount 48.59

attest

E H Homan Secy

Saugus Public Library Dec 19.1910

A duly notified meeting of Trustees was held on above date

Trustees Hawker, Homan & Edmands present

Reading of records was dispensed with.

Following bills were approved

Lynn Gas & Electric	3.36
Francis Edmands	11 45
Jennie Corson	15 24
Emma E Newhall	80 00
H M Meserve Stamps	2 50
H L Stearns	46 00
	158.55

attest

E H Homan Secy

Saugus Public Library

The last meeting of year 1910 was held on Dec 31.

Trustees Hawker Homan & Edmands were present

Records read and approved.

Following bills were examined and approved

Bill of Chairman on a/c Heat & light 25.00

Tilden & Adlington		16 47	T E Henderson 14 00
W A Barnard	Binding	21.03	W B Clark.
Forquhar Co	"	26 04	
Hatch & Wood		6 41	
L G Hawker		2 50	
Jane Green		1 75	

Saugus Public Library
April 1 1911

Trustees Homan, Hawkes, Edmands, and Learoyd present

Meeting called to order by Secy Homan

Mr Levi G Hawkes was nominated and elected Chairman

Dr E H Homan nominated and elected Secy.

Miss E. E. Newhall was re-elected Librarian at same salary.

Voted that Gas & Electric be could have key made subject to recall of Trustees

Voted that Librarian send typewritten copies of new books to Saugus Herald for publishing.

Voted that books be sent to Fogarty for binding

Voted that Chairman Hawkes be instructed to get estimate on Janitor service and Heating from School Board.

Voted that Librarian offer $6.00 for Sanderson's Lynn & Revolution.

Voted that Miss Francis Edmands get 12 cents an hour from this date

Voted that Librarian be allowed $25.00 for books at once and that Librarian report in one month the exact needs of Library

Voted that Trustees Calley & Edmands find out how many people in East Saugus & Cliftondale would take books if they were delivered.

The following bills were examined and approved.

Steam Furniture Co.	70.75
Gas & Electric Co.	9 96
H B Clark.	10.45

Baileys Express	5.25
Wm Paul	46.63
E E Newhall	80.00
F J Edmands	21.46
E C Edmands	7.30
Total	227.04

Appro.	500.00
Dog Tax	795.61
	1295.61
1st quart Ex	227.04
	1068.57

Meeting adjourned at 9.30 o'clock.
E W Horan
Secy.

Regular meeting of Trustees of the Saugus Free Public Library was held on July 21 1911
Trustees Hawkes Edmands and Horan present
Records read and approved.
Voted that a complete list of all books purchased since Dec 1. 1910 be typewritten and sent to Trustee Edmands on or before Aug 1. If for any reason this cannot be done please notify Trustee Edmands at once.
Voted that a list of all books now on hand that have been sent to the Library on approval be made and given to Trustees
✓ Voted that any Trustee be given power to bring books to regular meetings subject to approval of quorum
Voted that Secy send letter to Librarian asking them several questions.
Has complete list of books sent to Trustee Edmands. If not, why not
As to books in approval see motion above
Why books on book desk, under desk and in various other places are not put into circulation
Voted that Chairman Hawkes have shelves and lock put in Trustees room.

Voted that a statement of unpaid bills for books purchased with bills attached be given to the trustees at each regular meeting by the Librarian so that the list may be approved as a whole.

Voted that in order that the patrons of the Library, especially the younger ones may be encouraged to help keep the books in the best condition, that the tables shelves and other belongings of the Library shall be kept in as orderly a condition as possible, that in every thing put in its proper place just as soon after they have been disarranged as feasible.

Voted that we purchase set of books entitled Vocations at 16.25

Voted that we purchase two books Lyon and the Revolution by Sanderson at 10.00.

The following bills were examined and approved.

H B Clark books	2699
J B Farquhar Binding	2792
Mrs J Marshland Janitor	100
Library Bureau Supplies	219
F J Edmonds	2600
E C Edmonds	905
E E Newhall	8000
[illegible]	1471
Alonzo Sanderson	1000
Young Folks Ed. League	1625
Gas & Electric	160
	215.91

	1068.57
	215.91
	852.66

Meeting adjourned at 10 o'clock

E H Homan

Secy.

Special meeting of Library Trustees held on Sept 2d 1911
Trustees Hanker Edmonds Learoyd & Horman present
Records of last meeting read and approved
Voted that we ask three reputable book concerns to send us 50 of their best books for approval and that the librarian see that there are no duplicates.
Voted that we purchase books on hand as shown by librarian
Bills were examined and approved as follows

James [illegible]	labor	1 50
Stone & Shakespeare		2 50
Gas & Electric Co		1 80
		5 80

852.66
5 80
846.86

Adjourned at 9.30 o'clock until Sat eve Sept 30

E H Horman
Secy.

Regular Meeting of Sawyer Free Public Library was held on eve of Sept 30. 1911
Trustees Horman & Learoyd present
Records of last meeting read and approved.
Following bills read and approved.

H B Clark Co	books	10.61
E E Newhall	Salary	80 00
F J Edmonds	"	26 12
E Edmonds	"	8.20
Gas & Electric Co		1 90
		126.83

846 86
126.83
720.03

Voted that Secy secure 3 sign Order of Selectmen must be presented by order of Trustees.
Voted that Secy have blank post cards printed.
Voted to adjourn at 9 o'clock

E A Homan
Secy

Special meeting of Trustees of Sawyer Free Public Library was held on Oct 21. 1911
Trustees Hawkes Homan & Learoyd present
Records of last meeting read and approved
Following bills read and approved

E Homan	Postage etc	3.00
Lincoln Sign Co.	Sign	2.00
Perry & Leach	Printing	3.75
Gen'l Electric		2.30
		11.05

720.03
11.05
708.98

Adjourned at 9.05 o'clock

E A Homan
Secy.

Special meeting of Trustees of Sawyer Free Public Library was held Nov 4.
Trustees Hawkes Learoyd and Homan present
Records of previous meeting read and approved
Chr. Hawkes reported on having conferred with the School Com. in regard to installing toilet.
Voted that no action be taken on the Jones book.
Trustees approved list of book from Baker Co.
Gen'l Electric Bill 5.30

Adjourned at 9.30

705.68

E A Homan
Secy.

Last Meeting of year 1911 Trustees Saugus Free Public Library was held on evening of Dec 27 at eight o'clock

Trustees Hawker - Edmonds & Homan present.

Records of previous meeting read and approved. Following bills were audited & approved.

P King	23.85
Leo Hawker	3.00
W B Clark	154.67
DeWolfe Fiske	56.41
C E Laurnat Co	49.55
Pilgrim Press	13.66
Library Bureau	12.94
E E Newhall	80.00
" "	16.45
E Edmonds	33.84
Mrs Marshland	1.25
Gas & Electric Co	3.60
Robt Allen	118.00
School Dept	75.00
Total	642.22

Appropriation	500.00
Dog Tax	795.61
	1295.61

(Binding)	27.92
[illegible]	$ 339.11
Literature	459.19
Printing	20.88
[illegible]	16.25
[illegible]	[illegible]
[illegible]	5.25
[illegible]	3.00
[illegible]	[illegible]
[illegible]	[illegible]
Carpenter	107.34
[illegible]	1295.61

Summary of year Bills

E E Newhall Salary	320.00
F J Edmonds "	73.57
E Edmonds "	57.39
Jennie Marshland	5.75
Robt Allen Plumbing	118.00
School Com on a/c heat	150.00
W B Clark Labor	202.71
DeWolfe Fiske Co "	56.[illegible]
C E Laurnat Co "	49.55
Pilgrim Press	13.66
Library Bureau	35.07
J B Farquhar Binding	27.92
Stearns Furniture Co	46.00
Wm Paul Carpenter	46.63
Ole Christiansen "	14.71
Young Folks Ed League	16.25
Stories of Shakespeare	2.50
Barleys Express	5.25
E Homan Postage	3.00
Leo Hawker Supplies	3.00
P King Labor	23.85
Perry & Searle Printing	2.00
Lincoln Sign Co	3.75
E E Newhall Labor	16.45
Gas & Electric	24.46
Mrs	82.86
Total	1295.61

March. 22 1912

The first meeting of the year was called to order by E. J. Edmands nominating Levi G. Hawker as chairman for the ensuing year seconded by Raymond N. Porter. Mr. Hawker was declared elected.

Of the six members Levi G. Hawker, E. J. Edmands, Raymond N. Porter, Earle B. Gaylor, George A Learoyd & Clara Calley the first three were present.

On nomination of Mr. Porter, E. J. Edmands was elected Secretary for the ensuing year

Voted that the press be kept informed as far as possible regarding library news and especially regarding meetings of the trustees and members present.

Voted that the services of Miss Emma L Newhall as librarian and Miss [illegible] Edmands as assistant librarian be continued at the same rate of salary as last year.

Voted that our Superintendent of Schools be requested to offer suggestions as to the better use of the library by the pupils and citizens of the town with suggestions for the convenience of teachers of the different villages, also that the citizens of the town be invited to suggest other and ways of making the library more useful.

Voted to approve the following bills:—

Voted that the Chairman, Mr. Hawkes, ask at least three carpenters to bid on a new book-case similar to the regular cases now in use and be empowered to award the contract for the same to the lowest bidder

Voted that Mr. Porter obtain from reputable dealers suggestions and approximate estimates for the heating of the library

Voted to adjourn

E. J. Edmands

Secretary.

[illegible]	5[illegible]6.[illegible]2
[illegible]	554.98
	[illegible]3.30

March 30 '12

A special meeting called by the Secretary at the request of the Chairman was held at which Messrs Hawkes, Gaylord, and Edmands were present.

Voted that after April 1st until further notice the running expenses of the library for service including expense of librarian and for care of rooms be limited to $100 per quarter.

Voted the secretary be instructed to invite the State to inspect our library and report to the trustees suggestions for improvement and larger usefulness to the citizens of the town

Voted to ask the librarian to arrange shelves for the display of new books and other books especially desirable for circulation

Voted the librarian put into immediate use such books as seem to her fitted for our library out of a list ordered sent for selection by Mrs. Edmands from the Pilgrim Press.

Voted that the librarian at once have enough books sent out from Boston for selection by the trustees and librarian so that with the books mentioned above $100 shall be expended.

March 30 1912

Voted to approve the following bills

Binding, David Farquhar	$65.06
Service, Librarian	91.22
" Asst " Eliz. C. Edmands,	29.44
" " " F. J. Edmands,	3.25
Light, Lynn Gas & Elec. Co.	2.80
Incidentals, Brush, Tilden & Addington	3.50
" Elec. Supply, Halch & Wood	.40
	195.37

Voted to adjourn

F. J. Edmands

Clerk

June 28 1912

A regular meeting of the Library Trustees was called to order by the chairman, Mr. Hawkes

The minutes of the last meeting were read and approved.

Voted that Mr. Wells make a book-case similar to the one in use for $35.00

Voted that the Librarian put in use such of the books as had been approved by the trustees

Voted that reasonable charges be paid for covering books to any of the larger sections of Amherst if there is a reasonable demand for them and good facilities can be obtained for so doing

Voted that $5.00 be voted Miss Newhall, our librarian towards paying her expenses to Amherst to a librarians meeting.

A Mass. State Library representative met with the Trustees and made the following suggestions:-

That the indexes of our library be completed,

That the public school teachers be asked to co-operate in teaching the children how to use the library,-

That the assistant librarian be instructed how to use spare time in keeping the library in good repair,-

That the State send out a workman to help in getting the repair of the library started,-

That the library be catalogued by author, title and subject.

That proper proportion be observed in the buying of books between juvenile and fiction and solid,

That funds be collected impartially,

That standard childrens books be replenished,

That signs be so placed as to indicate where different classes of books are kept,-

That the following list to be used in the selection of books, those of the Womans Education Association, of the American Library Association and the New York State Library lists.

E.J. Emmons Sec

July 15 1912

A meeting was called to order by the Chairman, Levi Hawkes it was voted to omit the reading of the last meeting

Voted that Mr. Hawkes and Mr. Porter be given authority to contract for a heating plant for the library at a price not to exceed $145.00 & that heating plant can be made to comply with the State law so that constant attention will not be required.

Voted that Mr. Hawkes and Mr. Porter be authorized to put in a heater in the trustees room at a cost not to exceed $10.00

Voted that Mr. Welt be given $38.00 for the care voted for at the last meeting said price to be for the care furnished ready for use.

Voted to instruct Mr. Porter to secure transportation to Chittenden for library books at a cost not over fifty cents per week Voted to adjourn.

E. J. Edmunds

Sec.

Oct. 2 1912

The meeting was called to order by the Chairman Mr. Hawkes and the minutes of the last two meetings read and approved,

Bills were approved as follows,

De Wolfe & Fiske Co.	~~28.54~~
W. B. Clark Co.	18.87
Lynn Gas & Elec. Co.	2.00
Library Bureau	5.15
Emma L. Newhall	80.00
Jennie A. Carson	5.40
Ethel Francis	14.10
Susan Davis	2.10
Lynn Water	6.00 $137.16

Voted that hereafter all bills shall be approved by person contracting bill.

Voted that Miss Newhall be instructed to get heat into building

Voted to authorize Mr. Porter to make same arrangements & possible with Mrs. Southwick as was voted?

Voted that Miss Newhall be allowed to make arrangements with State library to send out a woman to mend books.

Voted that the adjustment of the coal bill with the School Committee be left with the Chairman to close the matter & report back to the trustees

Voted to adjourn

E. J. Edmunds Sec.

Nov. 13 1912

The meeting was called to order by the Chairman Mr. Hawker and the minutes of the last meeting were read and approved.

The following bills were approved

Sprague, Breed etc Coal,	9.00
Mrs Helen Marsland, cleaning,	1.25
W. B. Clark Co.	4.27

Voted to adjourn

E. J. Edmunds
Sec.

Dec. 9 1912

The meeting was called to order by the Chairman and after the reading and approval of the minutes of the last meeting it was voted that Mr. Porter engage Mr. to build two book cases one to come out of the appropriation of 1912 and the other of 1913

Voted to adjourn

E. J. Edmunds Sec.

Dec. 23 1912

The meeting was called to order by the chairman and routine business & approving bills left over was finished up.

Voted to adjourn

E. J. Edmunds Sec.

Mar. 31. 1913

March 31 — 13

Meeting called to order by
Mr Ted Hanks Chairman
at 8.40 pm
Members present
Mrs Hanks, Edmands, Postis & Reed

1 Mr. Hanks elected Chairman

2 Mr. Reed elected Secretary

3 Miss Emma E Kimball appointed
Librarian for the ensuing year

4 Voted to appoint an assistant
Librarian at 15 cents per hour

5 Messrs Postis & Reed appointed
on a committee to see if arrangement can be made with
Mrs Knight for a Library station
In her store in Cliftondale
not to exceed $100.00

6 Voted to have a case made
for the store sub station
not to cost over $25.00

7 Voted to appropriate $50.00 for
the purchase of new books

8 Voted that the store attendant
shall see about mending
desk in Library

Mar 31—13

9 Voted that the Secretary give to the press such Items as he [illegible] fit to give out

10 Voted that the Librarian give to the secretary list of new books for publication

Approved the following Bills

Lynn Gas Co.	300 Jan 00 160 Mar: 220 Feb:	7,40
O.H. Stocker Coal 4000		12,96
Jos A Marsland firing boiler		28,50
H.C. Simmonds Carpentering		45,00
Butman & Cressey Mdse		10,25
W.B. Clark Books	663 563	12,26
		$116.37
~~Lynn Gas & Elec Co. Electricity~~		
Voted to adjourn		~~1 40~~
		~~$117,77~~

C.W. Rees
Secy

Apr 9 — 13

A Meeting of the trustees of the library was called to order at 8 pm by chairman Levi G Hanks Members present Messrs porter Leroyd Edmands & Rees

(1) Voted to pay the librarian three hundred fifty dollars pr year which is to include all extra time rendered by the librarian.

(2) Voted that the chairman be instructed to have a drop light placed at the new wall cases and hall way

(3) Voted that an article be inserted in the news papers requesting patrons to please return books promptly and avoid fines which will be enforced.

4 Voted that no books be given out until properly catalogued and placed on the shelves.

Apr 9 — 13

Approved the following bills

Library Bureau Supplies	8	60
F. J Barnard rebinding books	21	58
Miss Emma E Averhall for services as Librarian for 1st. quarter ending March 31st 80.00 Extra service 5.50	85	50
Miss Ruby Fillinghast services	9	68
Miss Susan W Davis services	29	34
Elizabeth Hayman services	4	70
Pilgrims Press Books	8	40
W B. Clark Co. Books	4	56
" " "	23	33
" " "	11	52
" " "	4	05
" " "		90
" " "	9	64
" " "	23	02
" " "	24	98
" " "	10	73
Clark 112,73	$280	53

Clayton W. Rees. Secy

June 9 — 13

Lynn Gas & Light ending Apr. 20	1	50
Water tax from Apr 1 to Oct 1	4	00
	$5	50

C. W. Rees. Secy

June 25 — 12

1 The board of trustees met at the library. Meeting called to order at 8,35 pm By Chairman Hanks

2 Meeting
Members present, Mr, Levi G. Hanks. Miss Clara J. Conley. Raymond E. Foster & Clayton W. Rice

3 Voted that the person who stole the light bulbs from the lower halls be expected to pay one dollar for same

4 Voted to look over the prospects and building stock of the library on Main St with a view to moving the library there so. The committee to consist of the whole board.

5 Approved the following bills

C. W. Rice. Secy.

June 25 — 13

Jos. A. Marsland firing boilers	6 00
Saugus Public School	56 62
Bal for Heating library	
Susan Doris Asst librarian	
for quarter ending June 30-13	27 30
Emma E. Hartwell Librarian,	
for quarter ending June 2013	87 50
Samson + Allen Elec lamps	5 10
Helen Marsland labor	
scrubbing 2 mos	1 50
W. B. Clark Co. Books	95 08
	$279 10
Lynn Gas + Elec Co. Electricity	1 40
C. W. Rees. Secy	$280.50

Approved Sept 24th 1913.
Raymond N. Porter Sec. Pro Tem.

Sept 8 — 13

Lynn Gas & Elec Co. Light Mo ending	
June 20	1 30
July 20	1 20
C. H. Blocker 11100 Lbs Stove Coal	
$37 46 — 10112 lbs Egg $32 21	69 67
C. W. Rees Stand for filing cabinet 5.00	7 00
Labor 2.00	
	$79 17
Lynn Gas Co. Aug 20	1 30
	$80 47

Clayton W. Rees Secy

Saugus Mass. Sept 24th 1913

A duly notified meeting of the Saugus Free Public Library was opened at 8.15 P.M Chairman Hawkes in the chair:-

On account of the absence of Secretary Reece Raymond N. Porter was appointed Secretary pro. tem.

Trustees present, Messrs Hawkes, Porter Edmunds. Searoyd and Miss Calley.

Bills approved as follows.

W.B. Clark Co		119 69
Dy Wolf and Fiske Co		12 76
Library Bureau		9 00
Miss Emma E. Newhall	Salary	87 50
" Susan Davis	"	27 30
Lynn Gas and Elec Co	End Sept 20	1 30
		$257.55

Records of June 25 1913 approved.

Voted on motion of Mr. Porter that the Librarian be allowed $10.00 for magazines

Voted on motion of Mr. Edmunds that money be appropriated for lights not to exceed Five Dollars ($5.00)

Voted on Motion of Mr. Edmunds that Truster Porter get estimate of cost of Electric Sign on Library building. Committee on branch library was instructed to act at once.

Voted on motion of Mr. Edmunds that the Librarian give a written report showing the number of book takers in each part of the town.

Voted that the Librarian send bills to Treasurer after approval by the Trustees.

Subject of moving Library to school building discussed but no action taken.

10.15 P.M. Voted to adjourn.

Raymond N. Porter. Sec. Pro. tem.

Oct 20 — 13

Approved bill voted on Sept 24 and made payable to the Librarian for purchasing magazines $ 10 00

Clayton W. Rees, Secy

Nov 1 — 13

Lynn Gas & E.C. ~~gas~~ Elec from to Oct 20-13 2 70
C. W. Rees Lowering Elec fixtures and installing extra light 5 00
$ 7 70

Clayton W. Rees Secy

Nov 12 — 13

An official Meeting of the Saugus Free Library was called to order at 8 10 pm By Chairman Levi P Hawks Members present Levi P Hawks Raymond Upton Geo Leroyd & C. W. Rees.
Minutes of last Meeting read and approved.
Voted that a Committee of two be appointed to call on the selectmen and see about retaping Chimney boarding up attic windows and putting a railing at ends of steps.
Mr Hawks & Rees being appointed
Voted that Mr Hawks & Mr Rees obtain estimates on fixing up Library office
Approved bills
Meeting adjourned at 10 pm

Nov 12 — 13

Bills aproved

W B Clark		Books	
Oct	24	122	
"	"	2597	
"	"	1153	
"	28	460	
"	31	250	
			$45.82
Jos A Morslands Janitors Srs.			3,00
Emma E Newhall payment of water rate			400
Library Bureau Sunderies			358
Edwin Austin Library Sign			1200
			$68.40

Clayton W. Rees Secy

— Dec 20 — 13 —

A duly authorized meeting of the trustees of the Saugus public Library Was called to order at the office of the trustees at 8.30 pm Raymond K Porter acting as Chairman.
Members present Messrs Porter Edmands & Rees.

Voted that Librarian keep a record of books taken in each part of the town as voted on Sept 24-13 and that same go into effect Jany 1-14-

Voted on Motion of Mr Edmands that after Jany 1-14 all books be marked with the name

of party recommending same, and that a rubber stamp be purchased to aid in same

Voted on motion of Mr Edmunds that a consecretary acct be kept of all accounts of money paid out after Jany 1 - 1914.

Voted to have glass put in front and inside doors. also to have stand, fixed take down lattice on stair railing & rope off space behind library desk.
adjourned 9.30 pm.

Approved the following bills.

Dec. 20 - 13 -

Susan Davis asst Lib. quarter end Dec 31	27.30
W. B. Clark Books	2.70
E. E. Newhall Lib. salary end quar. Dec 31-13	
Louis W Price Book case 15.00	87.50
and interior decorating 15.00	30.00
Wm A Black 2 Book cases for Cliftendale	30.00
Jos. A. Marsland Janitor last quarter	6.00
Mrs Marsland washing windows	3.00
Lynn Gas Co. light Oct 20.	2.90
Library bureau cards &c	3.61
David Farquar Books Magazines	23.92
	216.93

Clayton W. Rees, Secy

total spent 1913. $ 1,318.45

Jany 26 — 1914

Bills aproved & paid

H. E. Sprice putting glass in doors
taking down slats at stairs &c 22.36

Librarian for incidentals 10.00

$32.36

Fety 4 — 1914

A special meeting was held at the Library at 8.15 pm Messrs Hanks Edmonds, Porter & Rees present Mr T Hanks in the chair

Voted that Mr Porter be empowered to secure the local paper for the year.

Voted that at our next meeting part of our business be to calobrate rules and regulations pertaining to the relative power of the Trustees to each other

Voted that the Cliffordale members be empowered to distribute circulars giving date of opening of Cliffordale branch

Voted to adjourn 9 pm

C. M. Rees
Secy

Mar 2 — 14

approved and paid the following bills

Lynn Gas & E.C. ending Dec 2013	330
" " " " Jan 20-14	230
" " " " Feby 20-14	260
Luis K price putting on alarm windows	370
F. J. Barnard Books	1827
W. D. adlington Buck Saw & glass	100
	$31,67

Saugus Free Public Library.

March 28th 1914

A duly notified meeting of the Saugus Public Library Trustees, was held on the above date.

Meeting was called to order at 8.35 P.M. Chairman Hawkes in the chair.

Members, Hawkes, Reuse and Porter present.

Minutes of last meeting were read and approved.

Trustees Levi S. Hawkes was elected Chairman, and Raymond N. Porter was elected Secretary, for the ensuring year.

Moved by Mr. Porter and voted that Miss Emma E. Newhall be appointed Librarian with power to select assistants as needed.

Bills approved as follows-

W. B. Clark Co.	Books		13.89
"	"		19.25
"	"		22.46
"	"		25.41
"	"		.32
"	"		1.50
Williams Book Store	"		1.15
Miss Emma E. Newhall	"		1.50
Pilgrim Press	"		2.07
Library Bureau	Supplies		6.43
A. L. A Publishing Board			1.00
J. H. Jansen	Books		1.00
Lynn Gas Co.	3/20/14		2.00
C. H. Stocker	Wood		3.25
Librarian incidentals			10.00
Miss Emma E. Newhall	Salary	3/31/14	$7.50
" Susan W. Davis	"	3/31/14	27.30
Mrs. L. A. Bridges	"	3/31/14	13.00
Mr. James A. Marsland	Janitor	2/28	18.00
			$257.03

Voted that Trustees Reuse and Porter have keys made for Library.
Voted that services for Cliftondale Branch be increased from $13.00 to 20.00 beginning April 1 14 until further notice.
Voted to buy Table for Trustee room not to exceed $15.00 Trustee Edwards to serve.
Voted that Trustee Hawkes have Storm Windows removed. Moved by Trustee Reuse and voted that each trustee buy one book a month not to exceed 1.50 per volume.
Voted that the Library be kept open on Monday, Wednesday, and Saturday from 1.30 P.M to 9 P.M. beginning on April 5th 1914.
Voted that Trustee Hawkes insure contents of Library if not already insured by the town.
Voted that the Librarian be allowed three weeks vacation this year, two weeks on full pay.
Voted $10.00 to Librarian for incidentals.
Voted to adjourn at 10.30 P.M.

Raymond N. Porter
Secretary

For the Trustees.

Saugus Free Public Library
June 27th 1914

A duly notified meeting of the Saugus Library Trustees, was held on the above date.

Meeting was called to order at 8 15 P.M. Chairman Hawkes in the chair. Members present. Messrs, Rees, Hawkes, Edmands, Leavoyd, and Miss Bailey. Minutes of last meeting were read and approved.

Voted: That the Librarian make out a rough list of Library property with Valuation.

Voted: to authorize Mr. Rees to have the Library insured, after consultation with the Town Auditor, to an amount not exceeding Seven Thousand Dollars ($7000)

Voted:- That hereafter the Librarian classify all Library bills sent in since the previous meeting, ready for approval by Trustees, and have them fastened together ready for the Auditor.

Voted: That the Librarian hand to the Trustees, at each meeting, a report of such matters, as she wishes to call to their attention, with recommendations regarding the same.

Voted: That the bill of C. H. Stocker for $8.32 be approved subject to revision by Mr. Rees.

Bills were approved as follows.

W. B. Clark Co	$21.51
Lynn Gas and Elec Co	1.40
Emma E. Newhall	96.25
	$219.16

Balance carried Forward	$219.16
Edith Norris.	5.00
Gradys M. McKay	24.30
Francis Jo Edwards	5.85
Addy Russ.	1.15
Contingent Account	7.32
O. H. Bridges	20.00
Jas. A. Marshland	15.00
	$297.78

Voted to adjourn.

Raymond N. Porter
Secretary.

Saugus Free Public Library.
Aug 1st 1914

A duly notified meeting of the Saugus Library Trustees was held on August 1st 1914.
Meeting was called to order at 8 P M. Chairman Hawkes presiding.
Members present. Messrs Leavoy Edmands, Reed and Porter.
Minutes of last meeting read and approved
Voted that Mr. H. A. Parker insure Library for $5,000 on Books and $1,000 on furniture.
Voted that a notice be printed and distributed to every family in Clifton dale, notifying them of the location and and advantages of the Clifton dale Branch under direction of Secretary Porter.
Voted that the Secretary make arrangement for Electric light on out side of Store.
Voted, to change books every two weeks at branch.
Voted that the regulations on card be left with Messrs Edmands, and Porter

Bills approved as follows.

	$
Burrows and Sanborn	7.95
W. B. Clark Co	6.30
Faragher Building	29.12
Library Bureau	1.75
E. H. Austin	17.00
E. H. Austin	3.25
Lynn Gas and Elec Co End July 20	1.50
Sampson and Allen	.85
Mrs. Henry Marshland	1.50
	$ 69.22

Amount Carried Forward	69,22
J. B. Gunnerson lettering sign	2,00
H. A. Parker Insurance	91,00
Emma E. Newhall End. Sept 30,	90,00
Ruth Littlefield July 23 "	9,90
Francis Edmands July 1 to " Aug 31	25,05
C. W. Rus. Elec lights on Sign	13,00
Lynn Gas and Elec Light 2,10 1,10 Co, Aug 20 Sept 20	3 80
	$303,97
C. H. Stocker Bills.	81.32

Policy # 2492 318 Caledonian Ins Co. $3800, on Books $750, on Furniture Three Years. Expires Aug 1st 1917.

Voted to adjourn 10. PM.

Respt. Submitted

Raymond N. Porter.
Secretary.

approved

Saugus Free Public Library
Saturday Oct. 17th 1914

A duly notified meeting of the Saugus Public Library Trustees was held on above date.

Meeting was called to order at 8.30 P.M. Messrs. Learoyd, Rees. Porter, and Miss Bailey present.

In the absence of Mr. Hawkes who was reported very ill Mr. Rees was the Chairman for the evening.

Minutes of the last meeting was read and approved.

Voted that a list of new books be sent to the Saugus Herald once a month for publication.

Voted that the sum of Fifteen Dollars ($15.00) be appropriated for Magazines.

Voted that an album to be used for Pictures of Public Library Building, and other pictures of like nature be purchased under direction of Trustee Porter.

The following Bills were approved.

W. B. Clark	Books	144.14
Contingent Fund		9.90
Bailey's Express		1.50
Magazine appropriation		15.00
		$170.54

Voted to adjourn at 10 P.M.

Raymond N. Porter.
Secretary.

11-20-14 1400.— 1182.47 = 217.53

Saugus Free Public Library,
Monday Nov. 23rd 1914.

A duly notified meeting of the Saugus Public Library Trustees was held on above date.

Meeting was called to order at 8.30 P.M. Secretary Porter in the chair. Trustees present, Messrs. Searoy S. Edwards Rees and Porter,

Mr. Edwards was nominated and elected Chairman to fill vacancy caused by the death of Chairman Hawkes.
Minutes of last meeting read and approved.
Moved that a Committee of two be appointed to make resolutions on the death of Mr. Levi G. Hawkes.
Messrs. Edwards and Porter appointed.
Voted that the storm windows be put on and other work necessary to protect the library from cold be done under the direction of the Librarian.
Voted that the Librarian be requested to send one third of the new book to the Cliftondale branch.
Voted that incidental bill of the Librarian be laid on the table.
Voted to adjourn at 10 P.M.

Raymond N. Porter,
Secretary.

Nov. 23rd 1914.
The following bills were approved

E. A. Bridges	$20.00
F. J. Barbard	20.65
Edison Gas and Elec. Co	5.60
	$46.25

Saugus Free Public Library.
Wednesday Dec 16th 1914

A duly notified meeting of Saugus Public Library Trustees was held on above date.

Meeting was called to order at 8. P.M. by Chairman Edmands.

Other Trustees present Messrs Learoyd Rev. Porter, and Miss Bailey.

Records of last meeting read and approved.

Committee reported on resolutions on death of Chairman Hawkes.

Committee on putting up storm windows reported progress.

Librarian reported that there was a delay in sending books to the Clifton dale Branch on account of change in ownership of store, but would send them on Monday

Incidental bill taken from the table and one for 4.45 approved.

Permission to pay present assistant librarian ten cents per hour was allowed.

Notification from Town Auditor to make report for ensuing year received and referred to Chairman Edmands.

Voted to authorize Mr. Marshland to buy an ash tray for library.

Voted that books be sent to Branch library every two weeks.

The following bills were approved.

J. A. Marshland	$14.00
City of Lynn Water	5.35
Lynn Gas and Elec	3.30
	$22.65

	Balance Forward	$ 22.65
	Emma E. Newhall Librarian	90.00
	" " " Incidentals	4.45
$ 171.28	Ruth L. Littlefield assistant	25.65
171.00	Old Corner Book Store	2.50
.28	Mrs L. A Budges Branch Library	20.00
	Wards	2.50
	W. B. Clarke Co.	3.25
		$ 171.00

Voted to adjourn at 10 PM.

Raymond N. Porter.
Secretary.

Saugus Free Public Library Sat. Mar. 6. 1915

A meeting of the Saugus Public Library Trustees was called to order at 8 P. M on the above date.

Mr. Edmands was elected chairman and Mr Full secretary of the Board.

The records of the last meeting were read & approved.

Mr Edmands then gave the members of the board some interesting information on the Hudson Public Library.

Miss Newhall then came in and there was some discussion as to the advisability of keeping the Library open more of the time.

The Trustees next discussed the binding of worn books & the advisability of having the name of each book stamped on its back. Several books on the shelves were then examined.

Miss Newhall talked on circulation of books & use of books by schools.

It was then voted to endeavor to increase the attractiveness of the inside of the Library & to inform Miss Newhall of the same.

It was next voted ~~to~~ that the secretary write to the Carnegie Foundation for information as to what steps might be taken to secure a new Library for Saugus.

A discussion of the appropriation needed for the ensuing year then took place.

Mr. Porter & Mr Full were appointed a committee of two, to report on the conditions of the Cliftondale branch of the Saugus Public Library.

Miss Newhall notified Board of condition of ~~j~~ pot in lower hall of Library.

Mr. Edmands talked to Miss Newhall about fixing up the Library.

It was voted that the next order of books to be bound should have the title stamped in gold upon the back of each volume.

It was voted that Miss Newhall should keep a book of the finances of the Library Board of Trustees

It was voted to continue the Librarian at the present salary until further notice.
It was voted to adjourn at 10. P.M.

Respectfully submitted.
W. Sanford Full.
Secretary.

Saugus Free Public Library Apr 14. 1915

A meeting of the Saugus Public Library Trustees was called to order at 8. P.M. of the above date. Trustees present were Mr. Edmands, Mr Porter & Mr. Learoyd. Bills were approved to the amount of $1360.00.
The Meeting adjourned at 10. P.M.

Respectfully submitted
W. Sanford Full.
Secretary.

May 5th. 1915

A meeting of the Saugus Public Library Trustees was called to order at 8. P.M. Wed. evening May 5th. Members present were Miss Calley, Mr Edmands, Mr Porter. Mr Reese & Mr Full.

The report of the last meeting was read. & accepted.
The Board then discussed the advisability of establishing a branch Library in E. Saugus. Miss Calley & Mr Full were appointed a Committee of two to enquire into the possibilities of establishing such a branch.

It was voted to invite the State Librarian to visit the Saugus Library & give the Trustees some suggestions as to the best possible way of expending the money to proper action, in order

WHEREAS Almighty God has removed from earth our brother, Levi Hawkes, for many years chairman of the Library Trustees of the Town of Saugus, we, the trustees of said library hereby put on record our appreciation of him as a man and trustee of the Saugus Town Library.

We especially recommend, as qualities which patrons of the library and all good citizens should imitate, his unfailing courtesy, his willingness to do his duty as a citizen, and his fidelity in attending the meetings of the trustees of the library, so that its records show that it was always his intention to fulfill the duties which the town honored him in selecting him to perform.

In loving appreciation of the life of Levi Hawkes and sorrowful realization of our present loss we, and for the Board of Trustees, sign this memorial.

E. J. Edmands
Chairman.

Raymond N. Potter.
Secretary.

to get the greatest amount of good from the same

It was voted that Miss Newhall might use the Library for exhibition purposes during the Centennial Celebration.

The Board then decided to hold its regular meetings on the last Wed. of each quarter, as follows. March, June, Sept. & Dec.

Meeting adjourned at 10. P.M.

Respectfully submitted.
W. Sanford Fall. Sec.

June. 30. 1915

A meeting of the Saugus Public Library Trustees was called to order at 8. p.m. Wed. June 30. '15.

The report of the last meeting was read & accepted.

It was voted that. The Librarian prepare a numbered list of all bills due, with bills numbered & attached to correspond with List. Same to be ready for approval by Trustees at each regular meeting.

It was voted that no books be bought during the next three months.

It was voted that (50) fifty books or more be sent to Cliftondale Branch of the Library once in every two weeks.

It was voted that a list of the new books was to be kept posted in the Library.

Miss Colley gave a report on the advisability of a branch Library at E. Saugus. This report was to the effect that there was no satisfactory place for such a branch other than the E. Saugus School House.

The meeting adjourned at 10. P.M.

Respectfully Submitted.
W. Sanford Fall. Sec.

Sept. 29. 1915

A meeting of the Sanyes Public Library Trustees was called to order at 8.30 P.M. of the above date. Members present were Mr. Edmands, Mr Rees, Mr Porter, Mr Full.

The report of the previous meeting read & accepted.

Mr Edmands read a letter from Miss Frances Hoyt of Cliftondale complaining of the small number of new books read at the Cliftondale Branch.

The question of repairing the library steps was taken up from the last meeting & Mr Rees agreed to see to the matter at once.

Mr. Rees also volunteered to see to the exchange & renewal of lamps in the Library & the ordering of coal for the coming winter.

Miss Newhall was asked in and the above mentioned letter of complaint was again read & the matter discussed.

It was voted that the Secretary write Miss Hoyt & inform her of the few number of new books on hand & of the determination of the Committee to try to improve conditions.

It was voted to purchase two stamps. one for use in Cliftondale where books were to be stamped on receipt & the other for use in Sanyes where books were to be stamped upon their return.

Bills of the last quarter were approved.

It was voted to appropriate $100.00 for new books

The meeting was adjourned at 9.30 p.m.

Resp. Submitted

W. Sanford Full. Sec.

Octobr 27. 1915

A meeting of the Saugus Public Library Trustees was called to order at 8 o'clock P.M. of the above date. Members present. Mr. Porter, Mr Leroyd. Mr Edmands & Mr Full.

Report of the previous meeting was read & accepted

Bills were next approved

The Board next discussed the advisability of inviting the State Librarian to visit the Saugus Library

It was voted that the State Librarian be invited to visit and investigate the Saugus Public Library and advise the Trustees how to get the most value out of the library appropriation & how best to lay plans for future developments.

Meeting adjourned at 9.30 p.m. Respectfully Submitted

W. Sanford Full, Sec.

Dec. 22. 1915

A meeting of the Library Trustees was called to order at 8.30 P.M on the above date. Mr. Edmands, Miss Colby Mr. Porter & Mr. Full were present

Report of previous meeting was read & accepted & bills were approved

Voted to put an article in the next Town Warrent calling for the sum of $100.00 for the repair of the front Portion of School Bldg. used as a Library. and that Mr Porter see Mr Sloane & have him examine into the same.

Voted to appropriate the sum of $3.00 for soap & be displayed in the Cliftondale Branch.

Resp. Submitted

W. Sanford Full. Sec.

Jan 12. 1916.

A Meeting of the Trustees was called to order at 7.30 P.M. of the above date.

The report of the previous meeting was read & accepted.

Mr Lowe. the agent of the Mass. Free Public Library Commissioners then came into the meeting and read a report of his investigations into the Langes Library. He went into the report thoroughly bringing out important points & answering questions of the Trustees.

At the conclusion the Trustees gave him a rising vote of thanks.

It was then voted ~~that~~ ~~for~~

that the Librarian be instructed to put the Library in a more efficient order under the direction of the Mass. Free Public Library Commission and with the assistance of Mr. John. A Lowe agent of the commission.

A copy of the report will be found attached to the opposite page.

The meeting adjourned at 10.15. P.M.

Respectfully Submitted

W. Sanford Tull.

Sec.

March 11, 1916

The first meeting of the newly elected board of trustees was called to order at eight p.m. on the above date.
Members Present Mr. Edmands, Mr Husler, Mr Porter, Miss Talley, Mr Evans and Mr Full.

Your humble secretary was elected to serve the board in the same capacity for the coming year.

Mr. E. J. Edmands was re-elected chairman and your duly organized board proceeded to business at hand.

The board first discussed the advisability of appointing different members as committees of one, to take charge of special duties in order that the business of the board might be carried out in a more efficient manner.

Following the discussion Mr Edmands was elected a committee of one to enquire into the methods of cataloguing and the possibilities of improving the present system in the Sayles Library.

Mr. Husler was elected a committee of one to go over all bills with the librarian, before each meeting and have them in readiness for the trustees to approve or reject.

We then discussed the advisability of having a member from each section of the town report on the needs of that section.

Mr Evans was elected to report on the needs of E. Sayles Mr Porter those of Cliftendale an Mr Full those of Sayles Center. including the building occupied by the library.

It was voted that each member should (have the privilege) of buying one book each month, the book not to exceed $1.50 in price.

The articles in the town warrent were explained to the newley elected members.

The board then took up the question of the best method of book buying. This discussion was postponed until the next meeting. Meeting adjourned at 9.30 P.M.

Respectfully Submitted
W. Sanford Full. Secretary.

March 29, 1916.

A regular meeting of the Library trustees was called to order at 8.15 p.m. Members present. Mrs Edmands, Miss Colby, Mr. Porter, Mr Evans and Mr Fall.

The secretarys report was read and approved

It was moved and voted that the Secretary prepare an order of proceedure to be used at future meetings of the board.

Mr Porter then made a motion that at the close of board meetings all reporters be invited in and given a resume of the business transacted by the board.

Mr Evans offered the substitute motion that members of the press be admitted during this and all business sessions.

The second motion was defeated. Members voting in the affirmative Mr Evans.

negative. Mr Porter. Miss Colby, Mr Fall.

The first motion was then put to vote + carried Mr Evans voting in the negative.

The result of the vote was given to a representative of the press waiting outside.

Following this Mr Edmands reported progress on question of cataloguing books

Mr Evans the committee on E. Sangus put in a report of progress as did Mr Porter on Cliftondale.

It was voted to have the secretary look up the matter of repairing the front of the bldg occupied by the library.

The trustees next approved bills to the amount of

It was voted that $360.00 three hundred and sixty dollars be appropriated for the librarians salary for the ensuing year.

It was voted that the librarian may hire for the present an assistant librarian at a salary of twelve cents per hour the total salary not to exceed thirty-five dollars per quarter i.e every three months.

It was voted to re-engage the present librarian for the remainder of the year.

Miss Newhall was invited in and the vote read to her.

Voted That Mr Husler get a fixed statement of charges for coal, heating, janitors expense etc + present it at the next meeting with any suggestions he may have for improving present methods of handling fixed charges

At the request of Mr Edmands, Mr Full took the chair.

Mr Edmands then produced several clippings from Lynn newspapers of recent date. These clippings contained reports of charges Made by Mr Evans on the methods of doing business by the Library trustees. Mr Edmands asked Mr. Evans why he had made certain of these statements. Mr Evans refused to give reasons. The matter was discussed at great length without and definate conclusions

It was voted that all bills paid by the Librarian be made out on seperate bill heads + attached to the Librarians bill.

The buying of books was taken up + discussed at length. It was voted that the librarian prepare within two weeks a list of one hundred books needed for the library in order that members of the board might look up prices on the same.

Mr Evans returned some seven books to the library which were overdue.

Meeting adjourned at midnight

Respectfully submitted
W. Sanford Full. Secretary.

April 26 1916.

A regular meeting of the Library Trustees was called to order at 8.15 p.m. Members present. Mr. Edmands, Mrs Colley, Mr Porter, Mr Evans + Mr Full.

Report of previous meeting read and accepted.

The secretary moved that the trustees accept a regular "order of meeting", to be followed at all board meetings This was voted, (order follows this report).

Secretary reports progress on matter of repairing part of Library.

Mr Evans made a report on the needs + possibilities of a branch Library at E. Saugus.

Mr Porter reported on Highlandale situation.

Mr Edmands reported on cataloguing possibilities.

Reports of committees accepted.

It was voted to ask the State Librarian to send Mr Lowe out to the Saugus Library and go over the books taking out such volumes as are no longer of any value.

It was felt that this step should be taken before attempting to catalogue the books.

The trustees next discussed the East Saugus proposition and it was voted to appropriate one dollar ($1.00) per week from June 1st until Dec. 30, 1916 for a branch library to be located in E. Saugus, provided arrangements could be made

Voted that Mr Evans be given authority to carry out the previous motion

Estimates were asked on a list of one hundred books recently prepared by the Librarian.

Rc Wolfe Fiske Co.	$114.81
Clarke Book Store	110.42
Congregational Sunday School Pub. Co.	110.35

It was voted that the Librarian buy one third of the ~~list~~ books of each concern.

Following is the order of meeting to be followed at board meetings.

Respectfully submitted
W. Sanford Full. Sec.

1.
Minutes of the last meeting to be read.

2
Financial business, bills to be approved etc.

3.
All unfinished business to be taken up.

4.
Reports of committees

5
New business to come before the board

6.
at end of business session any reporters present may be given a resume of business transacted by the board.

Meetings to be regularly adjourned not later than 9.50 p.m unless by unanimous consent of all members present.

Meetings to be held on the last Wed. of each month.

May 31. 1916.

A regular meeting of the Library Trustees was called to order at eight oclock p.m. on the above date. Members present were Mr. Edmands, Mr Hussey, Mr Porter, Mr Evans & Mr Full. [Report read and accepted]

The trustees looked over about one hundred books recently purchased for the library. Several were rejected.

Mr Edmands made a report on the possibilities of cataloguing and the methods which would be best ~~Adapt the~~ to adopt for the Saugus Library.

It was voted that the matter of cataloguing be laid on the table indefinately.

It was voted that the Librarian be given authority to send a book case and one hundred books to the Ballard school in East Saugus as soon as possible. This is to serve as the nucleus of the E. Saugus Branch.

Mr Edmands, and Mr Porter made a report on the Cliftondale situation and some discussion followed as to the advisability of changing the location of the Cliftondale Branch.

It was voted ~~that the cliftondale~~ to take no action ~~as~~ regarding this matter until the trustees had time to examine the matter more fully. The committee on Cliftondale was given the power to call a special meeting if advisable.

It was voted that the secretary should write Mr Horace Atwater and express the thanks of the trustees for the gift of twenty five copies of the History of Saugus, recently published by the Centennial Committee.

Miss Newhall was then invited in to a general discussion of book selection.

She was asked to present a list of books needed by the library at the next meeting.

Meeting adjourned at 10.20 p.m.

Respectfully submitted.

W. Sanford Full Sec.

June 28, 1916.

A regular meeting of the Library Trustees was called to order at eight o'clock p.m. on the above date. Miss Calley, Mr Evans + Mr Full being present.

A report of the previous meeting was read and accepted.

Bills were approved.

Mr. Evans reported on progress made by the new branch Library in East Saugus.

The branch is open on Tuesday from 4 to 6 o'clock p.m and on Friday from 7.30 to 9.30 p.m.

It was voted to appropriate the sum of $10.00 for books

It was voted that the Library accept donations of books to the E. Saugus branch with the understanding that such books shall remain at the Branch Library if the givers so stipulate.

It was voted that the secretary should purchase one-hundred postals ~~and~~ have same printed as notices, ~~to be sent out~~ of Library ~~board~~ meetings.

Meeting adjourned at 9.30 p.m.

Resp. submitted.

W. Sanford Full. Sec.

Sept. 1916

At this meeting three members were present.

It was voted to buy a second hand table for use at the East Saugus branch library.

It was voted to send one box of books to be repaired.

It was voted to buy one dozen lamps for the Library

Mr Raymond Porter having recently removed from town the members of the board who were present instructed the secretary to find out from Mr Porter whether or not his removal fom Saugus was permanent.

Mr Hasler acted as secretary at this meeting, and this report is based on his notes

Resp. submitted

W. Sanford Full. sec.

October 1916.

A special meeting was held at the town hall for the purpose of changing the amount of $10,000.00 previously asked for in our application to the Carnegie Coporation, to $14,000.00. The trustees felt that the sum of $10,000.00 would not be sufficient to build a library building which would meet the growing needs of Saugus.

Mr. John Lowe, Mass. Visit agent for free public Libraries was present and gave the trustees much valuable advice in the Matter. Mr Bachelder of the Board of Trade also attended this meeting being especially interested in the possibility of securing a new Library bldg. for Saugus

It was voted to ask the Selectmen to instruct the town clerk to make a new application to the Carnegie corporation substituting the sum of $14,000.00 for the $10000.00 previously asked for.

After the special meeting a short business meeting was held.

It was voted that the Librarian be instructed

to buy three hundred and seventy-five ($375.00) dollars worth of books selecting same from the authorized list of the American Library Association and from ~~lists of a~~ approved lists of recent books published since the making of said lists. These books to be paid for out of the available funds left from the library appropriation after providing for all other current expenses

It was voted to deduct twenty five dollars ($25.00) from the previous appropriation to be used for cataloging new books.

Respectfully submitted
W. Sanford Full, sec.

Oct. 1916.

A special meeting was held at the Town Hall for the purpose of selecting a citizen to fill the vacancy in the board of trustees caused by the resignation and removal from town of Mr Raymond Porter.

The Library trustees met with the Board of Electmen. Mr Mortimer Mellen of Cliftondale was elected to fill the vacancy.

Resp. submitted.
W. Sanford Full sec.

Nov. 1. 1916

A regular meeting of the Library trustees was held at the Library on the evening of the above date.

Books were passed on by the members present.

It was voted to send one third of the new books to each branch library the remaining third to stay at the central library.

Voted to send a list of the new books to the Saugus Herald & the Lynn Item and ask to have the list published.

Voted to have a list of the new books posted at the Saugus Center Library and at each branch.

It was voted that all purchases amounting to more than ($2.00) two dollars must be approved by the trustees before the goods were put in use.

The secretary was instructed to write the Librarian & inform her of the above vote.

Respectfully submitted.
W. Sanford Full sec.

Nov. 22, 1916

A regular meeting of the Library trustees was held at the Library on the evening of the above date

Reports of previous meeting read and accepted.

Bills for the month were approved.

The secretary read a letter to the town from the Carnegie Corporation announcing the gift of $14,000 for a new Library.

Respectfully submitted
W. Sanford Full sec.

Dec. 20 1916

A regular meeting of the Library trustees was held at the Library on the evening of the above date.

Bills for the month were approved

The ~~business~~ remainder of the meeting was devoted to a discussion of matter pertaining to the will of the late

By this will the Saugus Public Library was a beneficiary to the extent of some $2,800.00

At the request of certain heirs the Board of Selectmen had voted to compromise the will and take only $1000.00 for the Library.

The trustees felt that there might be some question as to the legality of such action by the selectmen and that in any event the Library trustees should have some voice in the matter.

It was voted to take the matter up with the selectmen.

Respectfully submitted.
W. Sanford Full

Jan. 2. 1917

On this evening Mr. Hunter, Mr Evans & Mr Full met with the Selectmen & discuss the matter of compromising the will of

No satisfactory conclusion was reached as the Selectmen felt that the Library trustees had no voice in the matter

Resp. sub
W. S. Full

Jan 15. 1917

A meeting of the trustees was held at the library on the evening of the above date. Members present. Mr Edmands. Hussler, Mellen, Evans + Full.

A water bill was approved
Some books were examined + rejected
The matter of the will of
was again taken up and it was moved and voted

That Mr Edmands + Mr Hussler and, as such other trustees as might be able to attend, be appointed a committee to appear at the hearing on the will of
said committee to present to the court the library trustees point of view in the matter.

Articles for the town warrant were next taken up + the following were decided upon

It was voted to ask the town for a library appropriation of $1400.00 in the year 1917

Articles to be put in the Town warrant.

1 To see if the town will vote to accept a gift of fourteen thousand dollars from the Carnegie corporation to be used in payment of the cost of erection of a new Public Library building, said building to be built under the direction of a Committee of five citizens consisting of two members of the Board of Selectmen, two members of the Board of Library trustees and one member of the finance Committee, the members of said committee to be appointed by the respective boards.

2 To see if the town will appropriate the sum of five thousand dollars to be used for the purchase of three lots of land on the Southerly side of Winter St. east of the High School lot and better bein lots 3, 4, & 5 containing about fifteen thousand square feet of land as shown on a plan on file in the assessors office, said land to be used for the location of a new Public Library Building.

3 To see if the town will appropriate the sum of one Thousand dollars to be used for the purchase of two lots of land on the corner of Central St and Vermont Ave. opposite the High School lot and being lots 13 & 14 containing 10013 square ft. of land as shown on a plan on file in the Assessors office, said land to be used for the location of a new Public Library Building.

It was voted

The school committee together with the Principal of the High School be invited to meet in a joint session with the Library Trustees to discuss the question of closer co-operation between the schools and the library. Said joint session to be called by the Chairman of the Library trustees

Respectfully submitted
W. Samuel Hill.

Town Hall
23
(School Board - Library Trustees) Friday Feb. 30 1917.

On the evening of the above date the Library trustees met with the School Board to consider how a closer co-operation between the Schools & the Library could be brought about.

Mr. Bryer was elected chairman of the meeting.

It was voted that a representative of the press be invited to attend the meeting.

Mr. Edmands of the Library trustees made a short introductory speech setting forth the object of the meeting and the aim Library trustees is ~~calling~~ working for a greater use of the library by the school children.

Mr Evans of the library board spoke on the use of reference books and recommended that the teachers in the schools make out lists of books most needed for reference in school work.

Mr. Sims, Superintendent of schools thought the idea of closer co-operation a good one but believed that the only way to accomplish the desired result was to have some one person take up the work and devote their whole time to it.

Principal Smith said that until the Library was adequately catalogued it would be practically useless to the schools.

After some further discussion, it was voted that the schools would present from time to time lists of reference books needed for school use and that the Library would purchase as many of these books as possible.

It was also agreed that the Library trustees would have lists made of reference books at present in the library

Following this the joint meeting entered into a general discussion as to the advisability of recommending a particular lot for the new Library building. No action was taken.

Respt. Submitted
W. Sanford Fall. secretary

ORDER NEW BOOK

From Number inside front cover.

SAMUEL HOBBS & CO.,

169 Devonshire St., BOSTON.

March. 10, 1917

On the evening of this date the newly elected members of the Library board of Trustees. Mr Swoger and Mr Kennedy. Met at the Library with Mr Edmands. Mr Evans, Mr Hasler & Mr Fall to organize the board for the ensuing year. Mr Edmands was nominated as Chairman but declined to serve. Mr Evans was elected Chairman for the year. Mr Fall was re-elected secretary.

It was voted that the board hold its regular meetings on the last monday of each month.

Miss Newhall was reappointed Librarian until further notice.

It was voted that the Librarian be notified that she shall not spend ~~over~~ any ammount over two dollars without a written order from the board of trustees.

It was voted that the Librarian ~~make a~~ hand in written report at the next meeting outlining her methods of tracing lost books & collecting fines.

It was voted that the Librarian be instructed to send one hundred and fifty (150) books to Cliftondale branch and one hundred (100) books to the East Saugus branch on the last Monday of each month and that the secretary notify Bailey express that the books will be ready at any time on the last monday of each month.

Respectfully submitted

Secretary

March 26, 1917.

A meeting of the Library trustees was held on the evening of this date. all members present.

Bills were approved.

The Librarian read her report on the collection of fines and issuing of text books. this report was accepted.

It was voted that the Librarian be instructed to make a report on the system of charging books in use in the Library.

Chairman Evans introduced a motion calling for the abolition of office of assistant Librarian. This motion was defeated.

Chairman Evans introduced a motion relative to the cataloguing of books. This motion was postponed & Mr Sawyer & Mr Fall were elected a committee of two to look into the system of cataloguing in use in the library & report on the advisibility of continuing the same.

It was voted that the secretary write a letter of thanks to Mr Persall of Arlington for his gift of books to the Library.

Mr. Hussey & Mr. Kennedy were appointed to attend to the placing of a sign at the main approach to the E. Saugus Branch. with power to expend a sum not exceeding $10.00 for the same.

It was voted to ask the Librarian to bring in a list of $50.00 worth of books most needed in the library.

The matter of restrictions on books given to the E. Saugus branch library was next discussed. A majority of the board felt that any one giving books to the library ought to be willing for them to be transfered from one branch to another or to the main library after a certain period of time.

Mr Hustler & Mr Kennedy were asked to take this matter up with those who had given books & impossed restrictions on their use.

It was voted that the members of the board should have the privilege of buying one book a month for the Library.

Mr Scoop & Mr Edmands were elected members of the building committee for the new Library.

Mr. Marland was appointed janitor for the ensuing year.

It was voted that the Librarian be instructed to have the Library swept, at a cost not to exceed 25¢ per week.

It was voted that Mr Kennedy keep a record of the financial expenditures of the board of Trustees & that he be given power to call on the Librarian for such information as he might need in this work.

Meeting adjourned 10.30 p.m.

Respectfully submitted.

W. S Hall. Sec.

April 30. 1917

A meeting of the Trustees was called to order on the evening of the above date.

Report of previous meeting read & accepted. following which a general discussion of a bill for $40.00 for binding books: took place Mr Edmands moved the bill be approved.

Edmands, Hussey & Full voted for.

Evans, Swoger & Kennedy against.

A report on cataloguing by Mrs Swoger & Mr Full was accepted.

Report on sign for East Saugus accepted.

It was voted to have an electric light installed in corridor of Ballard School in order that the users of the E. Saugus branch might see their way to better advantage.

The sign committee were empowered to see to this light.

The sum of $15.00 was appropriated for garden literature.

It was voted that the Librarian be permitted to take an hour & one half from the Library on Monday afternoon to attend red cross class.

Resp. Submitted.
W. S. Full Sec.

Saugus Free Public Library

May 28. 1917

The regular monthly meeting of the Library trustees was held on the evening of above date.

Four members present.

Report of the previous meeting was read by Mr Kennedy who acted as secretary pro tem in the absence of Mr Full.

Bills approved for payment.

Report on Light & Signs for East Saugus Branch accepted.

Report on Gardening books accepted.

Building Committe report accepted.

Communication from James W. Sullivan on will of George Melvin Wilson was read & placed on file.

It was voted to open East Saugus Branch for one hour extra on Friday from 6 to 7 for adults only & notices to be posted in Branch

It was voted that all old magazines in Library be disposed of.

It was voted that Librarian report time lost by herself & assistant and report to Trustees at each meeting.

It was voted that assistants pay be increased from 12¢ to 15¢ per hour.

Meeting adjourned at 9.25 pm.

Respectfully submitted

Russell D. Kennedy

Asst. pro tem.

June 25. 1917.

A meeting of the Library Trustees was called to order on the evening of this date. all present.

Report of previous meeting read + accepted. Bills were approved.

It was voted & confirmed Mr Hasler as bill examiner. his duties to be performed previous to each meeting.

It was voted to buy a new report book and a letter file. at a total cost not exceeding $5.00

Mr Kennedy reported on installation of light at E. Sawyer branch. report accepted.

Three members of the building committee of the new Library, who were present informed the trustees that progress on the new building was held up pending investigation of an unclear title.

The regular Secretary Mr Full left the meeting at this point and the remainder of the report is taken from notes kept by Mr Kennedy. Sec. Protem.

It was voted that a special meeting be held on Mon. July 9th. + that two members of the board be chosen as a committee to investigate + report at this special meeting on cost of hiring a trained librarian to take charge of library.

Mr Evans + Mr Scooger were appointed to serve as this committee. All members being asked to investigate the matter + report on same.

Meeting adjourned 10.10 p.m.

Resp. submitted.

W. Sanford Full

August 6, 1917

A meeting of the Library trustees was called to order at 8 p.m. on the above date. Members present. Mr. Husler, Mr Swoger. Mr Kennedy. Mrs Evans & Mr Full.

Report read and accepted.

It was voted

That the trustees go on record as being in favor of making a change in the ~~[illegible]~~ Librarian - said change to take effect on or about November 1 - 1917. - that the present Librarian be retained until Jan 1. 1918 and at such time shall become Librarian Emeritus of the Sayres Public Library.

Mr Swoger was appointed a committee of one & confer with Mr Lowe with a view to obtaining suitable candidates for the position of Librarian

Voted that Mr Townsend be invited & submit a list of some six books which he would like & have in the library.

Voted & appropriate the sum of $50 for purchase of new books.

Respectfully submitted.

W. Sanford Full. Sec.

SAUGUS PUBLIC LIBRARY
3 1729 00112 538 1

For Reference

Not to be taken

from this library